EDA

The primary function of Electronic Document Access (EDA) is to allow authorized users access to official Department of Defense (DoD) documents via a Web browser.

EDA is a Web based document repository system with electronic document management to eliminate paper files that facilitates information sharing among DoD communities and provides secure access to single-source DoD official documents.

EDA provides the user a read-only view of various documents such as Contracts and Modifications, Vouchers, and Government Bills of Ladings (GBLs).

EDA stores documentation from all of DoD agencies. This allows information sharing inter and intra agencies.

EDA is one of many vehicles of which DoD is moving towards a paperless environment.

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EDA

EDA Benefits:

- Notify all parties of signed Contract actions, versus faxing or email, concurrently
- Locate Contracts, Modifications and Task Orders from all agencies
  - to copy verbiage
- Store Contract attachments of each action for a total view of action for all
  - to view PWS/SOW
  - to view CLIN structure
- View Paid Vouchers for Contract actions
- View Contract Deficiency Reports
- Market Research
  - locate Contracts for specific Contractors (by cage code)
  - locate Contracts for specific Issuing Office
  - locate Contracts for specific Contractor or Issuing Office and obligated amount

Note: EDA is used by all agencies and is available for your benefit. As what you award is used by all and you use information from other agencies, please remember to keep the integrity of your contract actions. Good information inputted

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- EDA CONTRACT SEARCH SPECIFIC CONTRACT AND DELIVERY ORDER
- EDA CONTRACT SEARCH RECENT CONTRACT DROPDOWN MENU
- EDA CONTRACT SEARCH GSA
- EDA CONTRACT SEARCH VIEW ATTACHMENTS

EDA NOTIFICATION LIST

- EDA NOTIFICATION LIST CREATE
- EDA NOTIFICATION LIST COPY

EDA ADD ATTACHMENTS

EDA VOUCHERS

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EDM

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- EDM INVOICE SEARCH
- EDM RECEIVING REPORT SEARCH

System Administration

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EDA REGISTRATION

Enter website:

https://eda2.ogden.disa.mil

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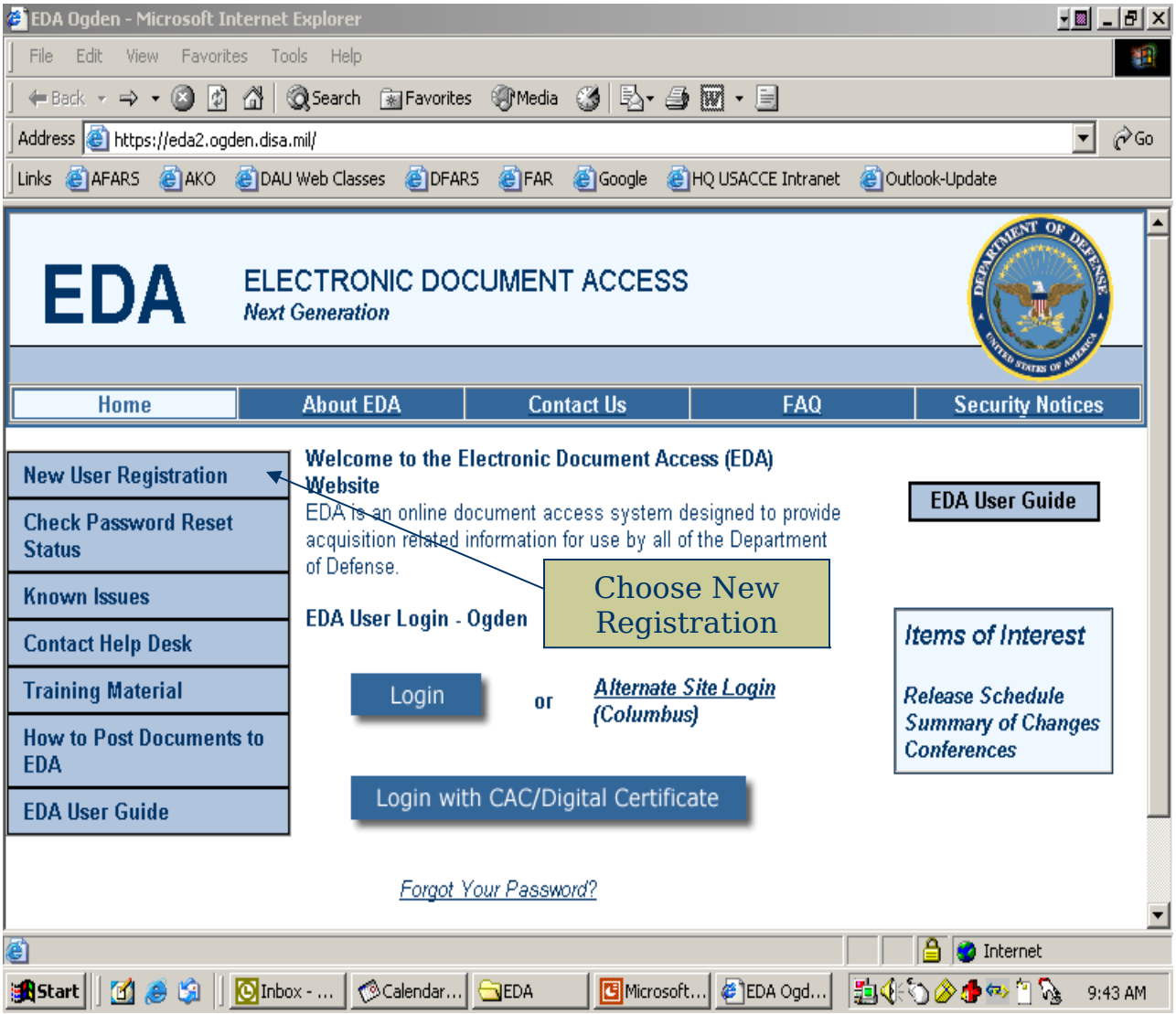

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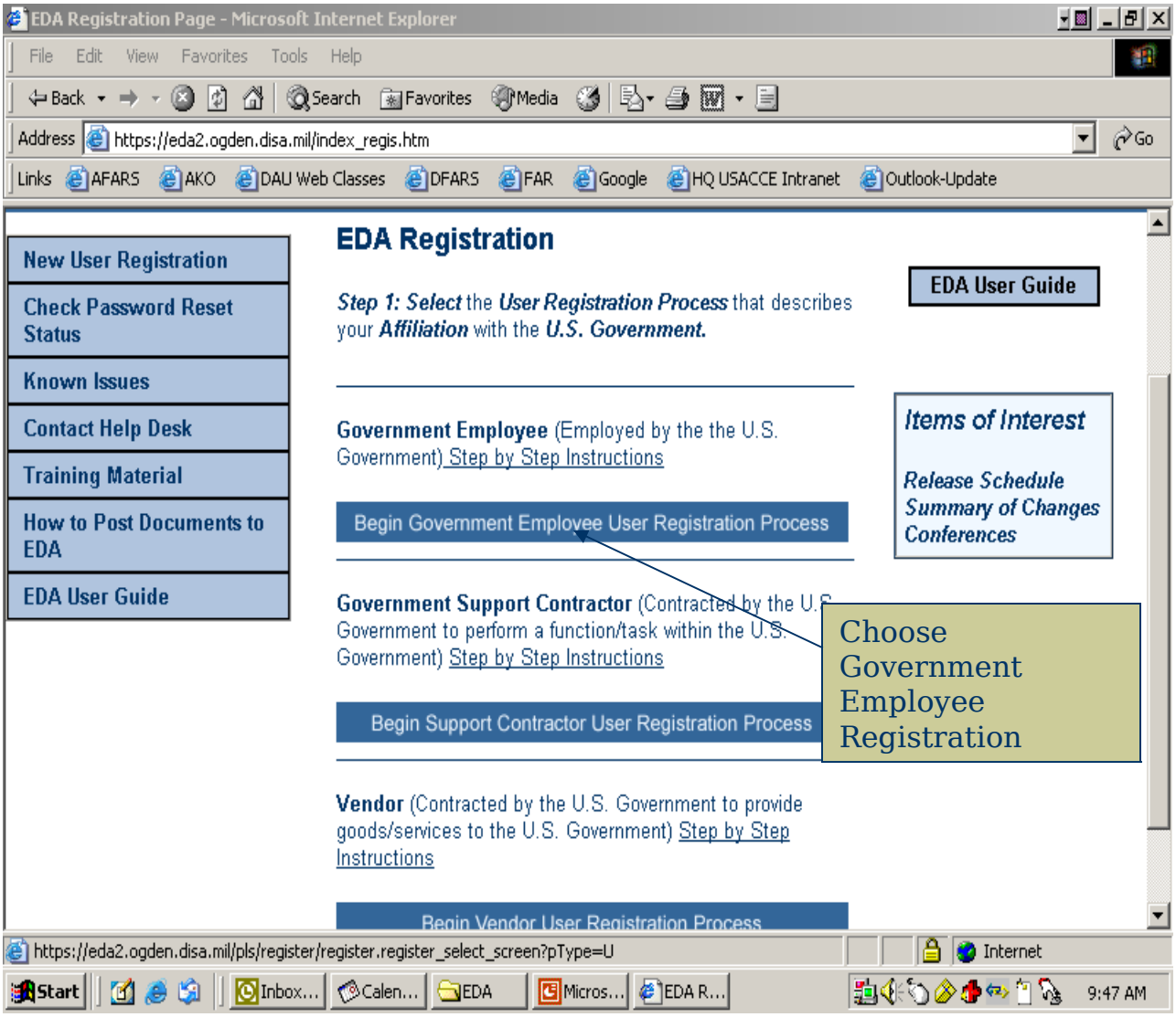
EDA REGISTRATION


EDA Registration Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://eda2.ogden.disa.mil/index_regis.htm
Go
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update
New User Registration
Check Password Reset Status
Known Issues
Contact Help Desk
Training Material
How to Post Documents to EDA
EDA User Guide
EDA Registration
EDA User Guide
Step 1: Select the User Registration Process that describes your Affiliation with the U.S. Government.
Government Employee (Employed by the the U.S. Government) Step by Step Instructions
Begin Government Employee User Registration Process
Items of Interest
Release Schedule
Summary of Changes
Conferences
Government Support Contractor (Contracted by the U.S. Government to perform a function/task within the U.S. Government) Step by Step Instructions
Begin Support Contractor User Registration Process
Vendor (Contracted by the U.S. Government to provide goods/services to the U.S. Government) Step by Step Instructions
Begin Vendor User Registration Process
Choose Government Employee Registration
https://eda2.ogden.disa.mil/pls/register/register.register_select_screen?pType=U
Internet
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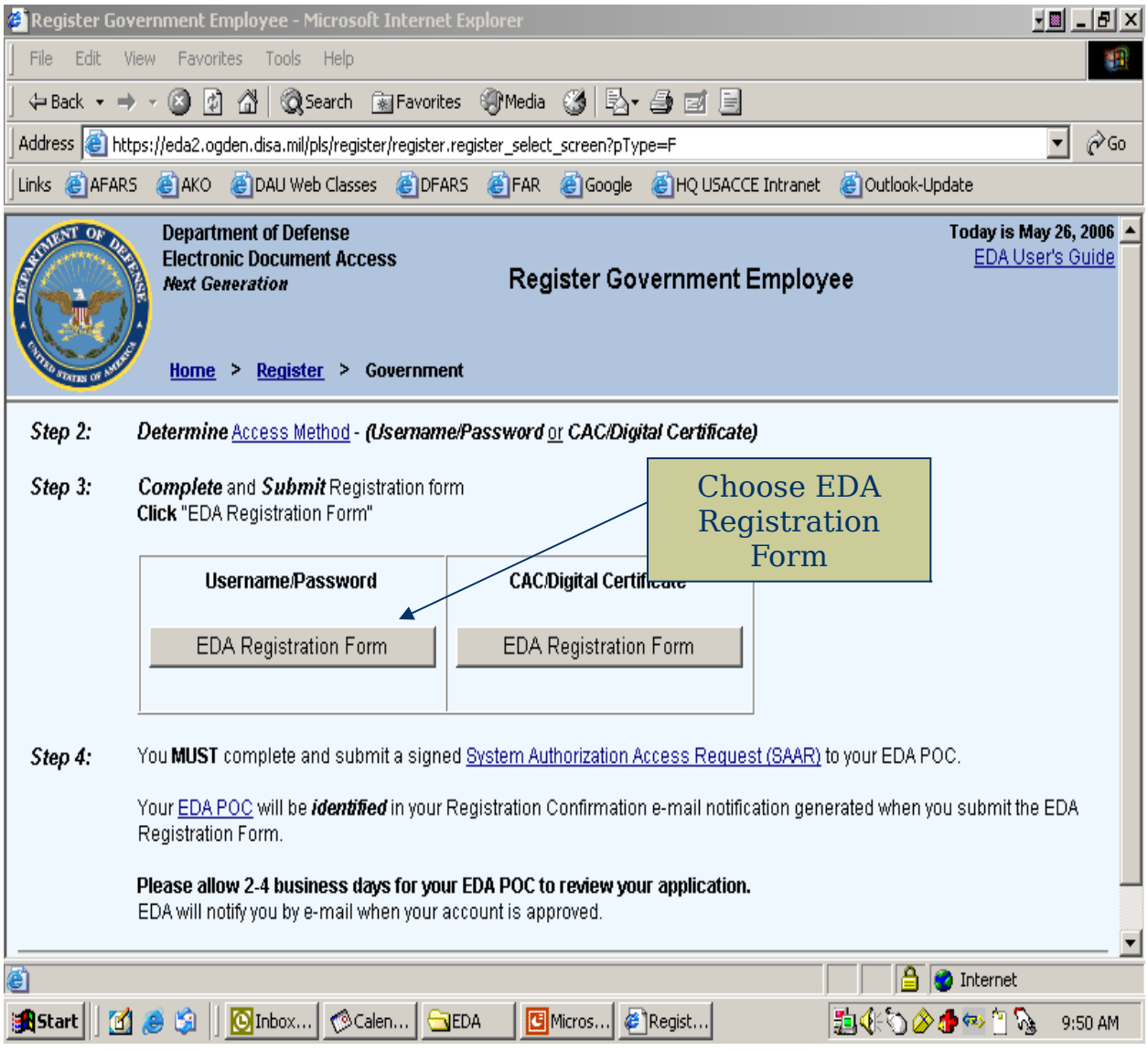
Back to TO

EDA REGISTRATION


Register Government Employee - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://eda2.ogden.disa.mil/pls/register/register.register_select_screen?pType=F
Go
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update
Department of Defense
Electronic Document Access
Next Generation
Register Government Employee
Today is May 26, 2006
EDA User's Guide
Home > Register > Government
Step 2: Determine Access Method - (Username/Password or CAC/Digital Certificate)
Step 3: Complete and Submit Registration form
Click "EDA Registration Form"
Choose EDA Registration Form
Username/Password
CAC/Digital Certificate
EDA Registration Form
EDA Registration Form
Step 4: You MUST complete and submit a signed System Authorization Access Request (SAAR) to your EDA POC.
Your EDA POC will be identified in your Registration Confirmation e-mail notification generated when you submit the EDA Registration Form.
Please allow 2-4 business days for your EDA POC to review your application.
EDA will notify you by e-mail when your account is approved.
Internet
Start
Inbox...
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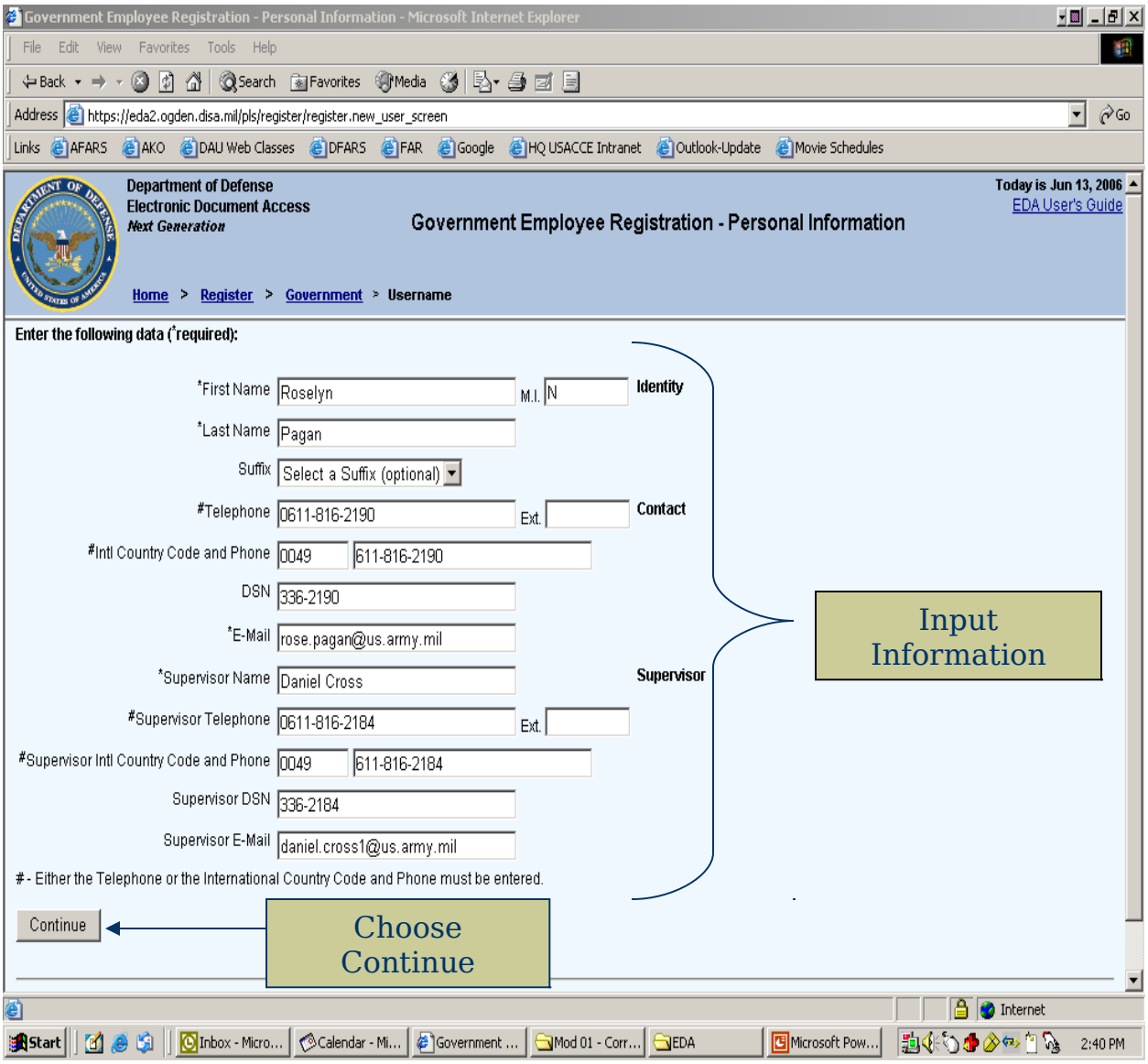
EDA
Micros...
Regist...
9:50 AM

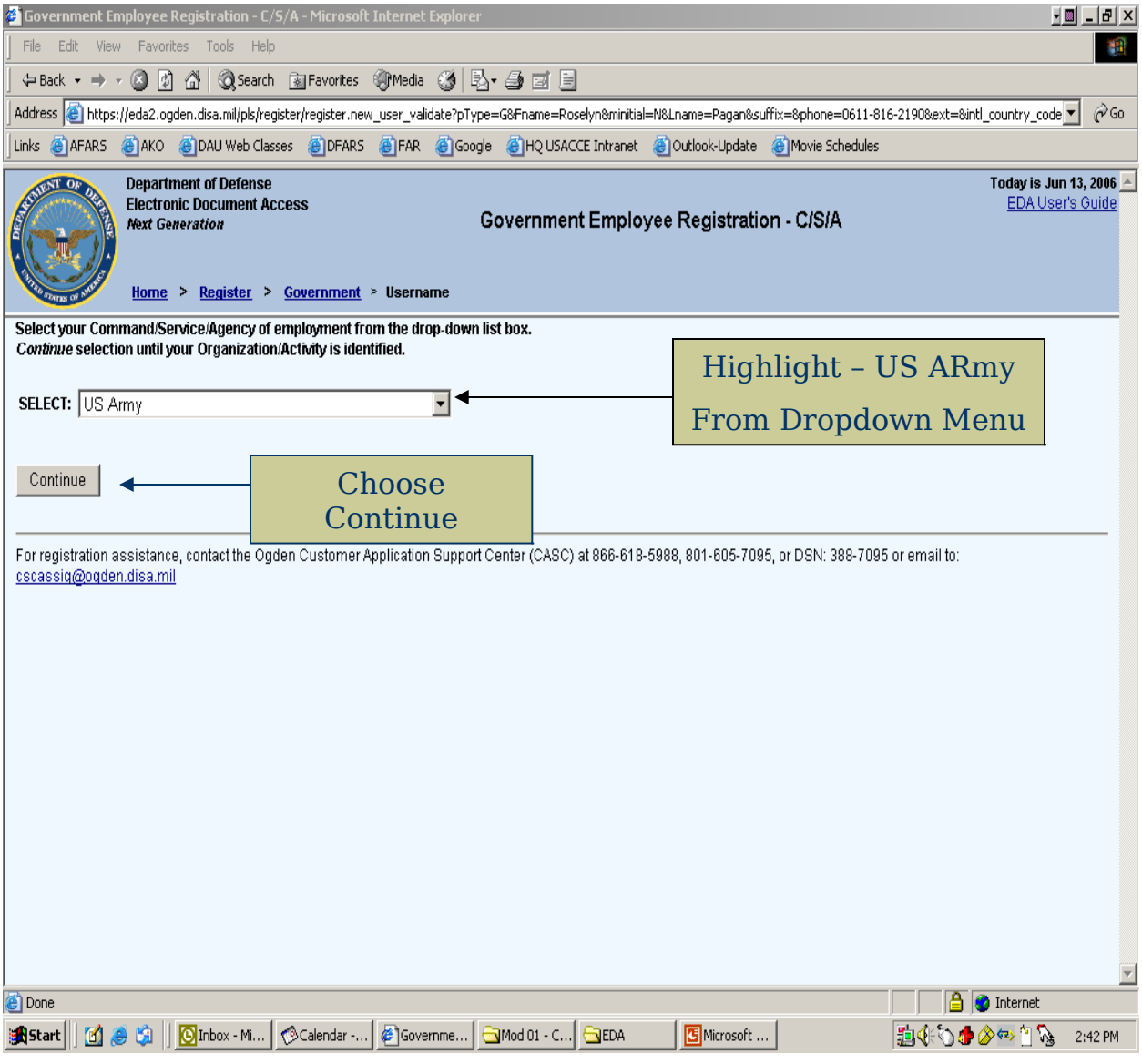
Back to TO

EDA REGISTRATION


Government Employee Registration - Personal Information - Microsoft Internet Explorer
https://eda2.ogden.disa.mil/pls/register/register.new_user_screen
Department of Defense
Electronic Document Access
Next Generation
Government Employee Registration - Personal Information
Today is Jun 13, 2006
EDA User's Guide
Home > Register > Government > Username
Enter the following data (*required):
*First Name Roselyn M.I. N
*Last Name Pagan
Suffix Select a Suffix (optional)
#Telephone 0611-816-2190 Ext.
#Intl Country Code and Phone 0049 611-816-2190
DSN 336-2190
*E-Mail rose.pagan@us.army.mil
*Supervisor Name Daniel Cross
#Supervisor Telephone 0611-816-2184 Ext.
#Supervisor Intl Country Code and Phone 0049 611-816-2184
Supervisor DSN 336-2184
Supervisor E-Mail daniel.cross1@us.army.mil
Identity
Contact
Supervisor
#- Either the Telephone or the International Country Code and Phone must be entered.
Continue
Input Information
Choose Continue

Back to TO

EDA REGISTRATION


Government Employee Registration - C/S/A - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://eda2.ogden.disa.mil/pls/register/register.new_user_validate?pType=G&Fname=Roselyn&minitial=N&Lname=Pagan&suffix=&phone=0611-816-2190&ext=&intl_country_code
Go
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update Movie Schedules
Department of Defense
Electronic Document Access
Next Generation
Government Employee Registration - C/S/A
Today is Jun 13, 2006
EDA User's Guide
Home > Register > Government > Username
Select your Command/Service/Agency of employment from the drop-down list box.
Continue selection until your Organization/Activity is identified.
SELECT: US Army
Highlight – US ARmy
From Dropdown Menu
Continue
Choose
Continue
For registration assistance, contact the Ogden Customer Application Support Center (CASC) at 866-618-5988, 801-605-7095, or DSN: 388-7095 or email to:
cscassig@ogden.disa.mil
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Microsoft ...
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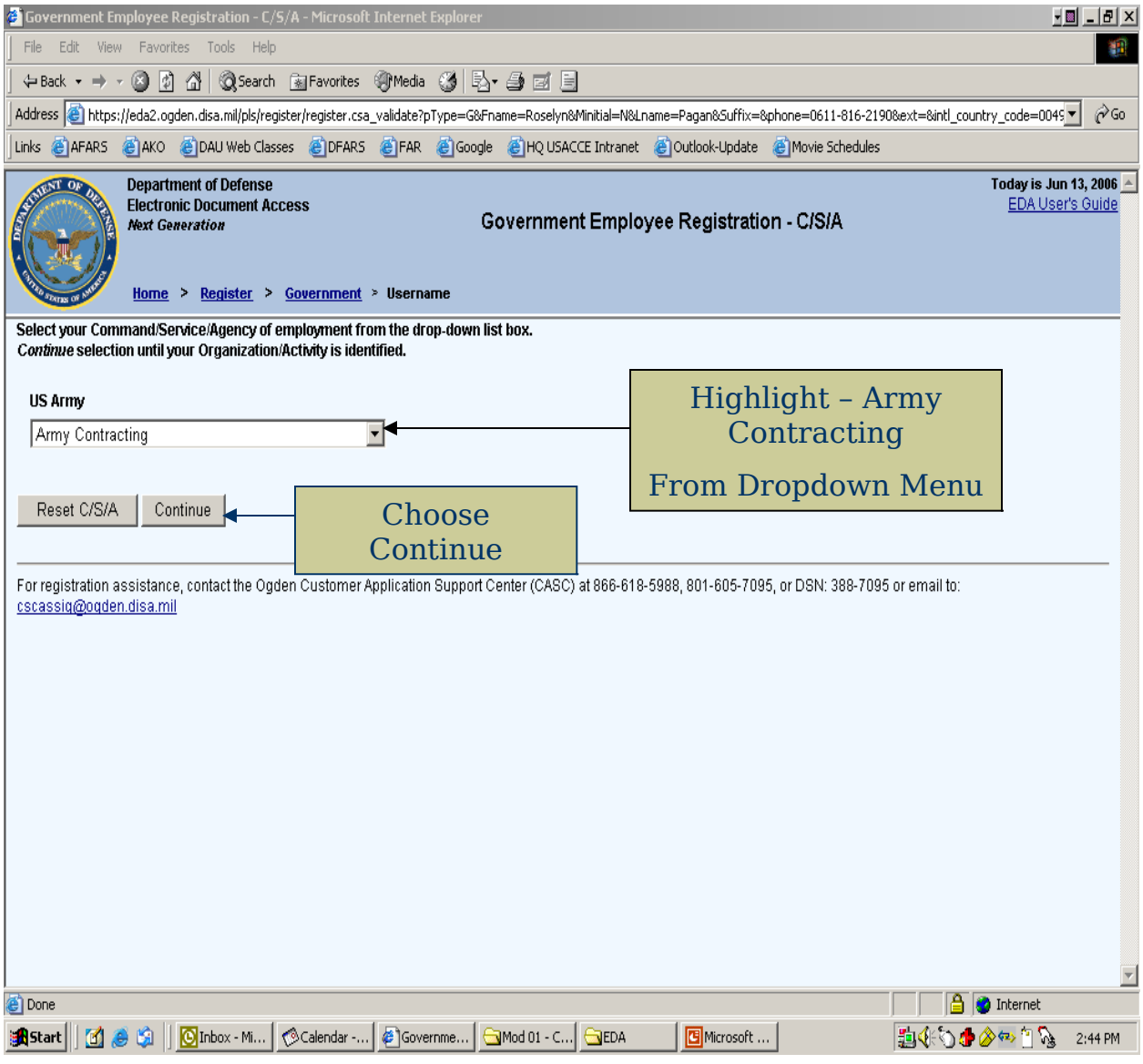
Back to TO

EDA REGISTRATION


Government Employee Registration - C/S/A - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
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Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update Movie Schedules
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Select your Command/Service/Agency of employment from the drop-down list box.
Continue selection until your Organization/Activity is identified.
US Army
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Highlight – Army Contracting
From Dropdown Menu
Reset C/S/A
Continue
Choose Continue
For registration assistance, contact the Ogden Customer Application Support Center (CASC) at 866-618-5988, 801-605-7095, or DSN: 388-7095 or email to:
cscassig@ogden.disa.mil
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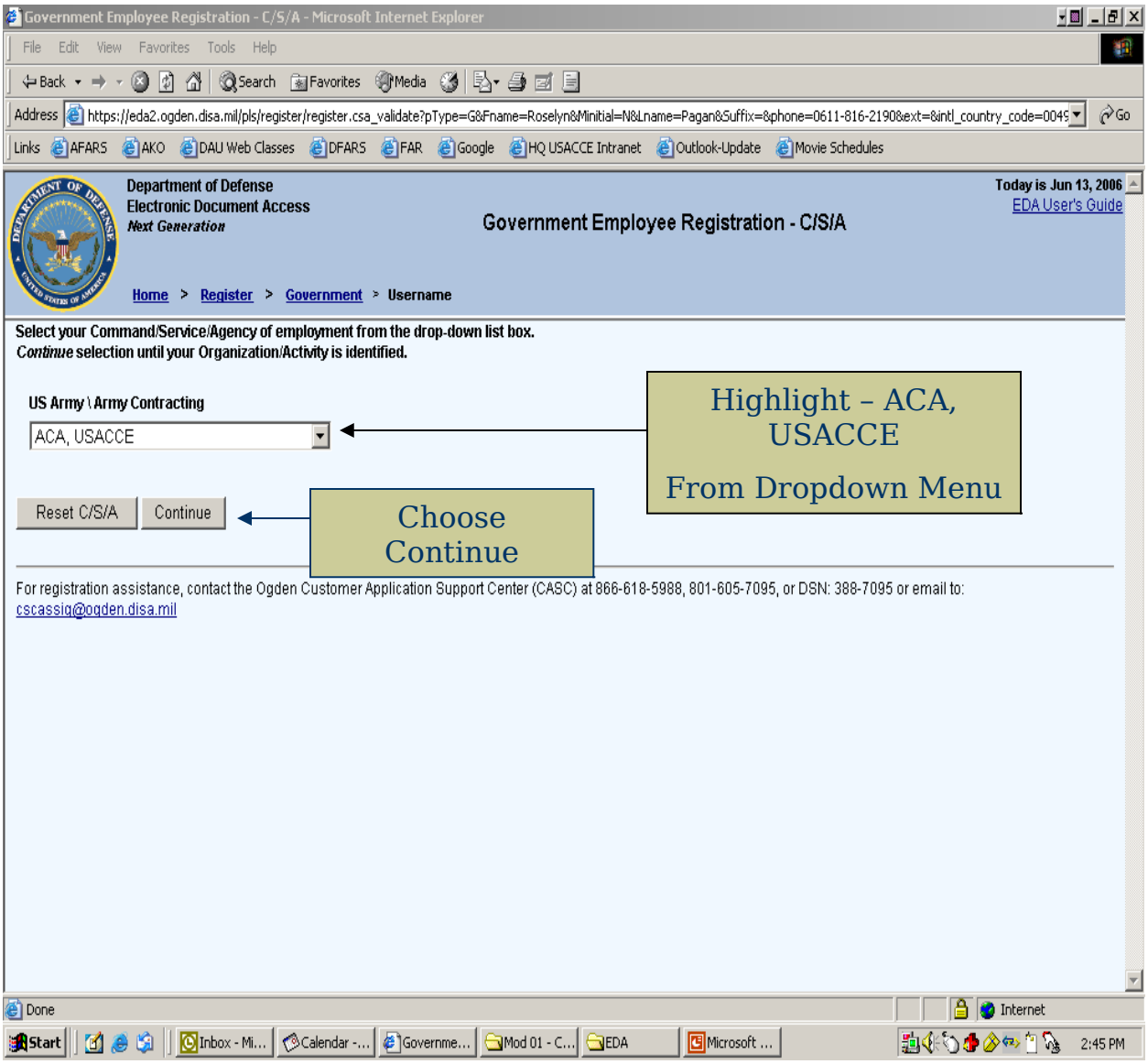
EDA REGISTRATION


Government Employee Registration - C/S/A - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Government Employee Registration - C/S/A
Today is Jun 13, 2006
EDA User's Guide
Home > Register > Government > Username
Select your Command/Service/Agency of employment from the drop-down list box.
Continue selection until your Organization/Activity is identified.
US Army \ Army Contracting
ACA, USACCE
Reset C/S/A
Continue
Highlight – ACA, USACCE
From Dropdown Menu
Choose Continue
For registration assistance, contact the Ogden Customer Application Support Center (CASC) at 866-618-5988, 801-605-7095, or DSN: 388-7095 or email to:
cscassig@ogden.disa.mil

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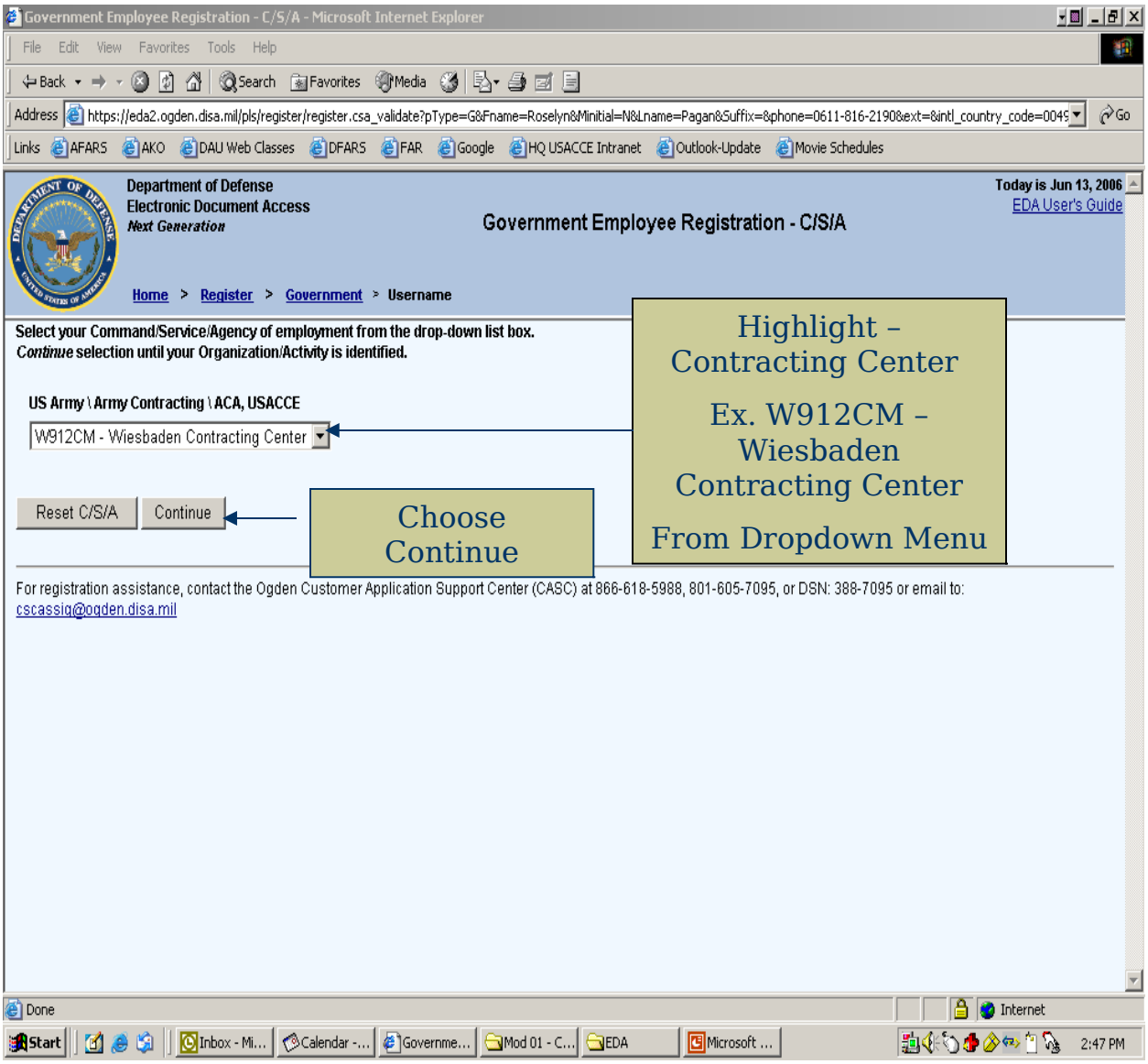
EDA REGISTRATION


Government Employee Registration - C/S/A - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Government Employee Registration - C/S/A
Today is Jun 13, 2006
EDA User's Guide
Home > Register > Government > Username
Select your Command/Service/Agency of employment from the drop-down list box.
Continue selection until your Organization/Activity is identified.
US Army \ Army Contracting \ ACA, USACCE
W912CM - Wiesbaden Contracting Center
Reset C/S/A
Continue
Highlight – Contracting Center
Ex. W912CM – Wiesbaden Contracting Center
From Dropdown Menu
Choose Continue
For registration assistance, contact the Ogden Customer Application Support Center (CASC) at 866-618-5988, 801-605-7095, or DSN: 388-7095 or email to:
cscassig@ogden.disa.mil

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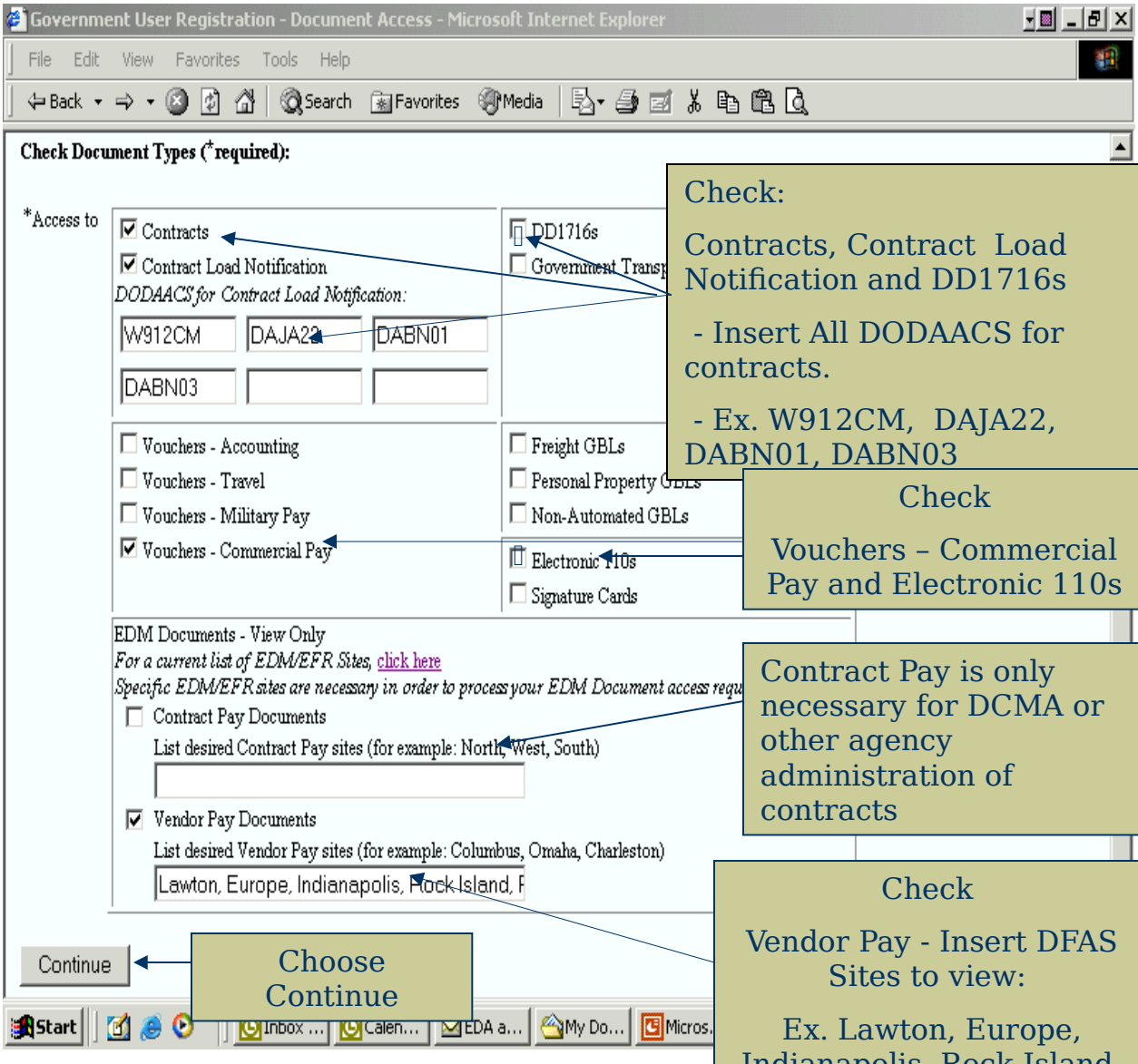
EDA REGISTRATION



Check:

Contracts, Contract Load Notification and DD1716s

- Insert All DODAACS for contracts.

- Ex. W912CM, DAJA22, DABN01, DABN03

Check

Vouchers – Commercial Pay and Electronic 110s

Contract Pay is only necessary for DCMA or other agency administration of contracts

Check

Vendor Pay - Insert DFAS Sites to view:

Ex. Lawton, Europe, Indianapolis, Rock Island, Rome

Choose Continue

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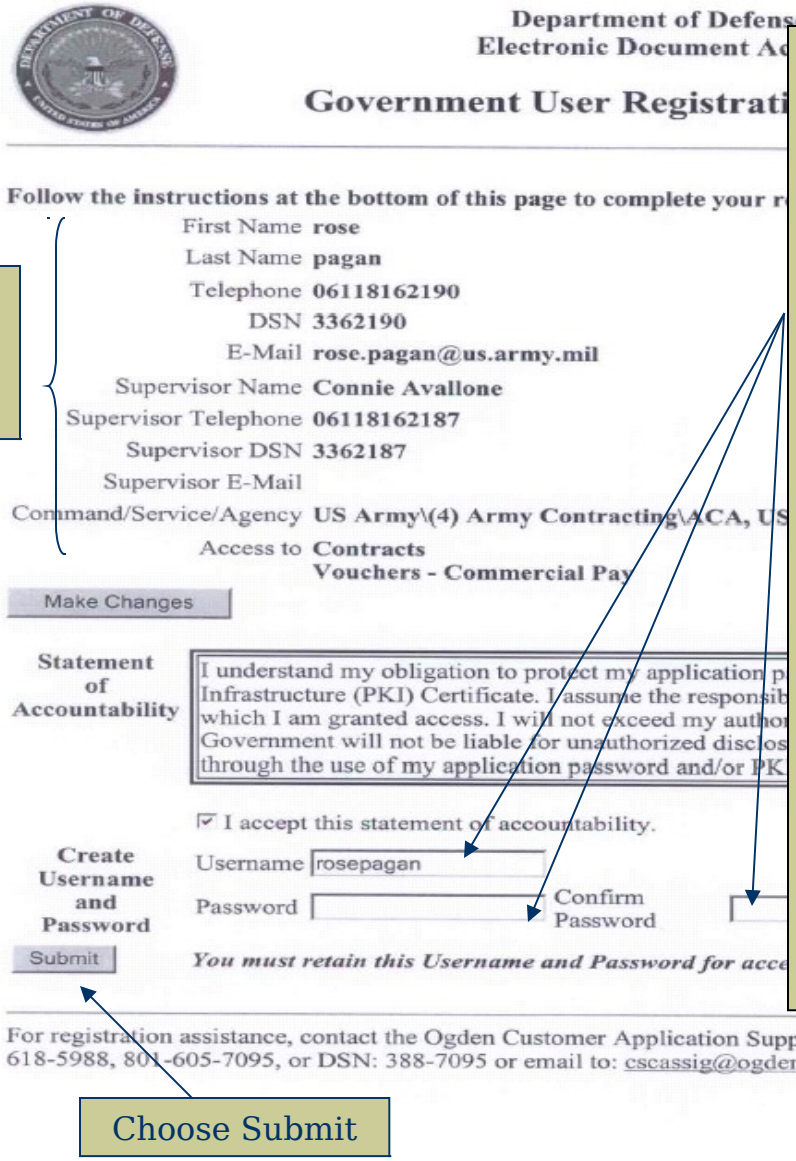
EDA REGISTRATION


Department of Defense
Government User Registrati
Follow the instructions at the bottom of this page to complete your r
First Name rose
Last Name pagan
Telephone 06118162190
DSN 3362190
E-Mail rose.pagan@us.army.mil
Supervisor Name Connie Avallone
Supervisor Telephone 06118162187
Supervisor DSN 3362187
Supervisor E-Mail
Command/Service/Agency US Army\(4) Army Contracting\ACA, US
Access to Contracts
Vouchers - Commercial Pay
Make Changes
Statement of Accountability
I understand my obligation to protect my application p
Infrastructure (PKI) Certificate. I assume the responsib
which I am granted access. I will not exceed my author
Government will not be liable for unauthorized disclos
through the use of my application password and/or PK
I accept this statement of accountability.
Create Username and Password
Username rosepagan
Password
Confirm Password
Submit
You must retain this Username and Password for acce
For registration assistance, contact the Ogden Customer Application Support Center (CASC) at 866-618-5988, 801-605-7095, or DSN: 388-7095 or email to: cscassig@ogden.disa.mil

Verify Personal Information

Enter Username and Password

Password Rules:

The password must be a minimum of eight (8) characters.

The password must include the following:

- One letter
- One number
- One of the following special characters: ! * + , - / : ' ? & ; _ ( ) ` # $ %

The password cannot contain the first three (3) letters of the user's first or last name.

The password cannot contain the logon Username.

Choose Submit

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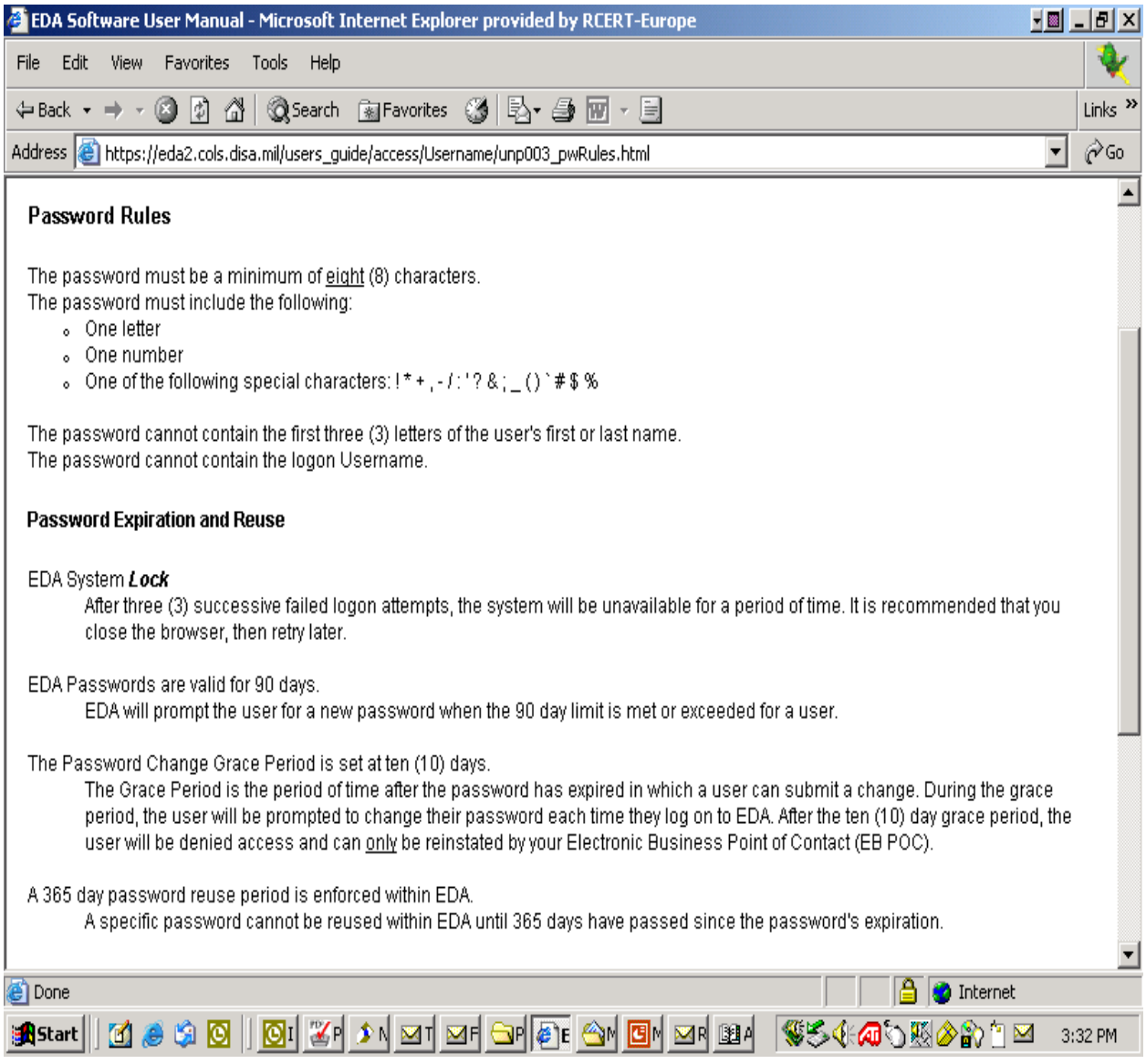
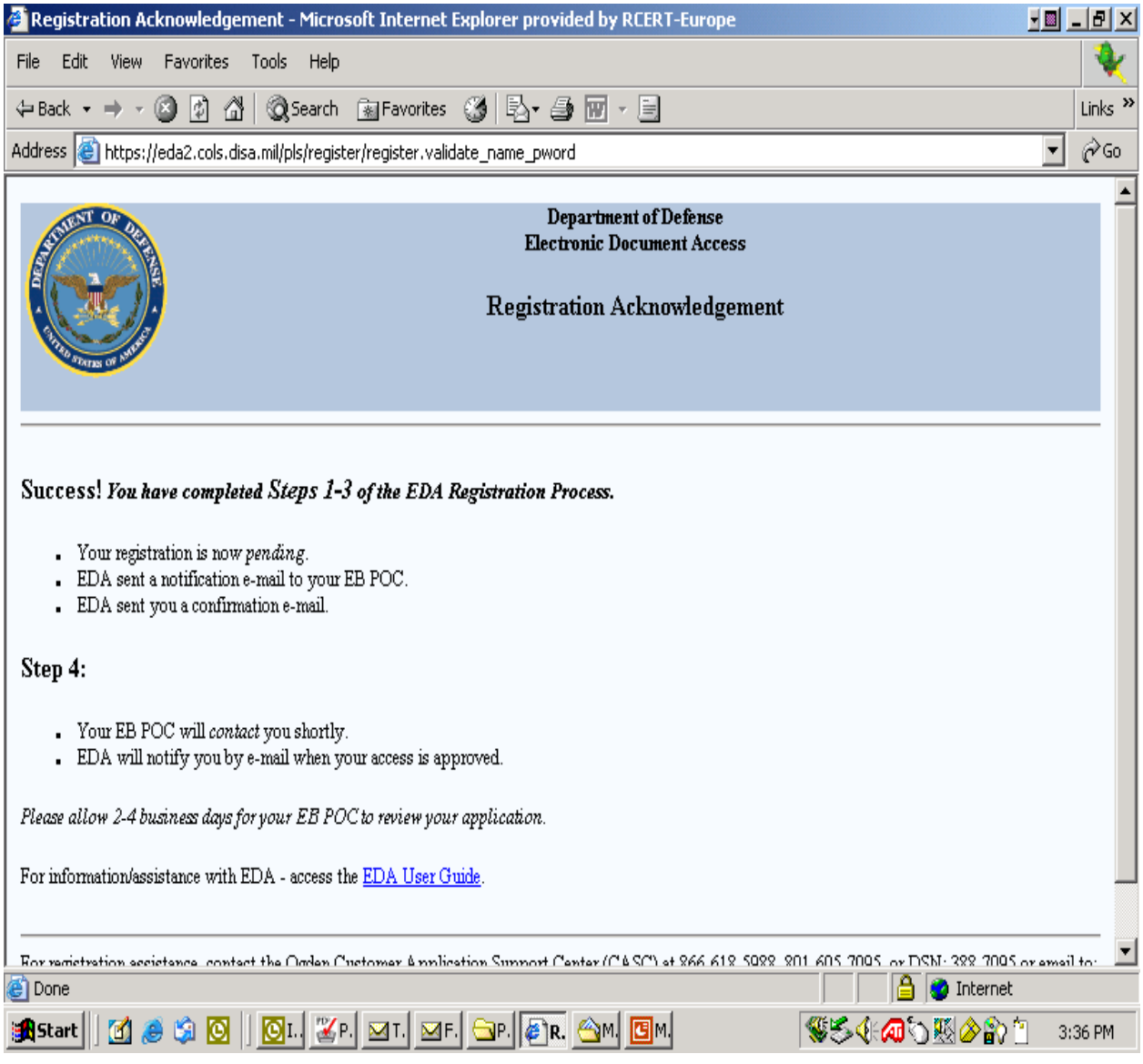
EDA REGISTRATION


EDA Software User Manual - Microsoft Internet Explorer provided by RCERT-Europe
File Edit View Favorites Tools Help
Back Search Favorites Links
Address https://eda2.cols.disa.mil/users_guide/access/Username/unp003_pwRules.html
Go
Password Rules
The password must be a minimum of eight (8) characters.
The password must include the following:
One letter
One number
One of the following special characters: ! * + , - / : ' ? & ; _ ( ) ` # $ %
The password cannot contain the first three (3) letters of the user's first or last name.
The password cannot contain the logon Username.
Password Expiration and Reuse
EDA System Lock
After three (3) successive failed logon attempts, the system will be unavailable for a period of time. It is recommended that you close the browser, then retry later.
EDA Passwords are valid for 90 days.
EDA will prompt the user for a new password when the 90 day limit is met or exceeded for a user.
The Password Change Grace Period is set at ten (10) days.
The Grace Period is the period of time after the password has expired in which a user can submit a change. During the grace period, the user will be prompted to change their password each time they log on to EDA. After the ten (10) day grace period, the user will be denied access and can only be reinstated by your Electronic Business Point of Contact (EB POC).
A 365 day password reuse period is enforced within EDA.
A specific password cannot be reused within EDA until 365 days have passed since the password's expiration.
Done
Internet
Start
3:32 PM

Back to TO

EDA REGISTRATION


Registration Acknowledgement - Microsoft Internet Explorer provided by RCERT-Europe
File Edit View Favorites Tools Help
Back Search Favorites Links
Address https://eda2.cols.disa.mil/pls/register/register.validate_name_pword
Go
Department of Defense
Electronic Document Access
Registration Acknowledgement
Success! You have completed Steps 1-3 of the EDA Registration Process.
Your registration is now pending.
EDA sent a notification e-mail to your EB POC.
EDA sent you a confirmation e-mail.
Step 4:
Your EB POC will contact you shortly.
EDA will notify you by e-mail when your access is approved.
Please allow 2-4 business days for your EB POC to review your application.
For information/assistance with EDA - access the EDA User Guide.
Done
Internet
Start
3:36 PM

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EDA REGISTRATION

You will receive emails from EDA from CSCASSIG@OGDEN.DISA.MIL

EDA sent you a confirmation e-mail identifying your EDA POC. Complete, Sign and Submit your SAAR to your EDA POC.

All Government Employee users are required to complete and submit a signed System Authorization Access Request (SAAR), using DD Form 2875 (or equivalent). (Note: EDA POC retains access document for audit requests).

Applicant WAITS for EDA POC approval (Allow 2-4 Business Days to process request). When Approved, EDA notifies you by e-mail.

-

IMPORTANT:

Follow instructions in e-mail notification and click supplied link to activated account and facilitate initial entry into EDA.

Failure to follow instructions/link will result in denial of access.

Once account is activated, the User may enter and log into EDA via the EDA website.

If approval e-mail is unavailable, Click "Check Status" on the EDA's Main Page. Supply valid EDA username and password.

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EDA REGISTRATION

You will receive emails from EDA as below from CSCASSIG@OGDEN.DISA.MIL

Directly after Registration:

From: cscassig@ogden.disa.mil [mailto:cscassig@ogden.disa.mil]

Sent: Thursday, August 12, 2004 2:43 AM

To: coynep@rcc.wbn.usacce.army.mil

Subject: EDA User Registration Confirmation - Phllip Coyne

Thank you for registering in EDA. EDA has automatically notified your Electronic Business Point of Contact (EB POC) of your pending registration request. Your EB POC will contact you shortly to process your registration request.

EDA will send you an approval notification when your EB POC processes your registration. Please allow 2-4 business days to process your registration. If your EB POC has not contacted you after 4 business days, contact the EDA Helpdesk at 1-866-618-5988 for assistance in contacting/locating your EB POC.

Note: Your registration request is valid for 30 days.

This email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains information intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

After Approval:

This message has been automatically generated . PLEASE DO NOT RESPOND TO THIS MESSAGE. Your registration for access to the Electronic Document Access (EDA) system has been approved. You may now access EDA at the following URL http://eda.ogden.disa.mil using the username and password or the Department of Defense approved digital certificate you selected during the registration process. For password resets, please contact your local EB POC. For all other problems, please contact the EDA helpdesk at (800) 392-1798(option 8),(801) 777-3282 or DSN: 777-3282(option 8).

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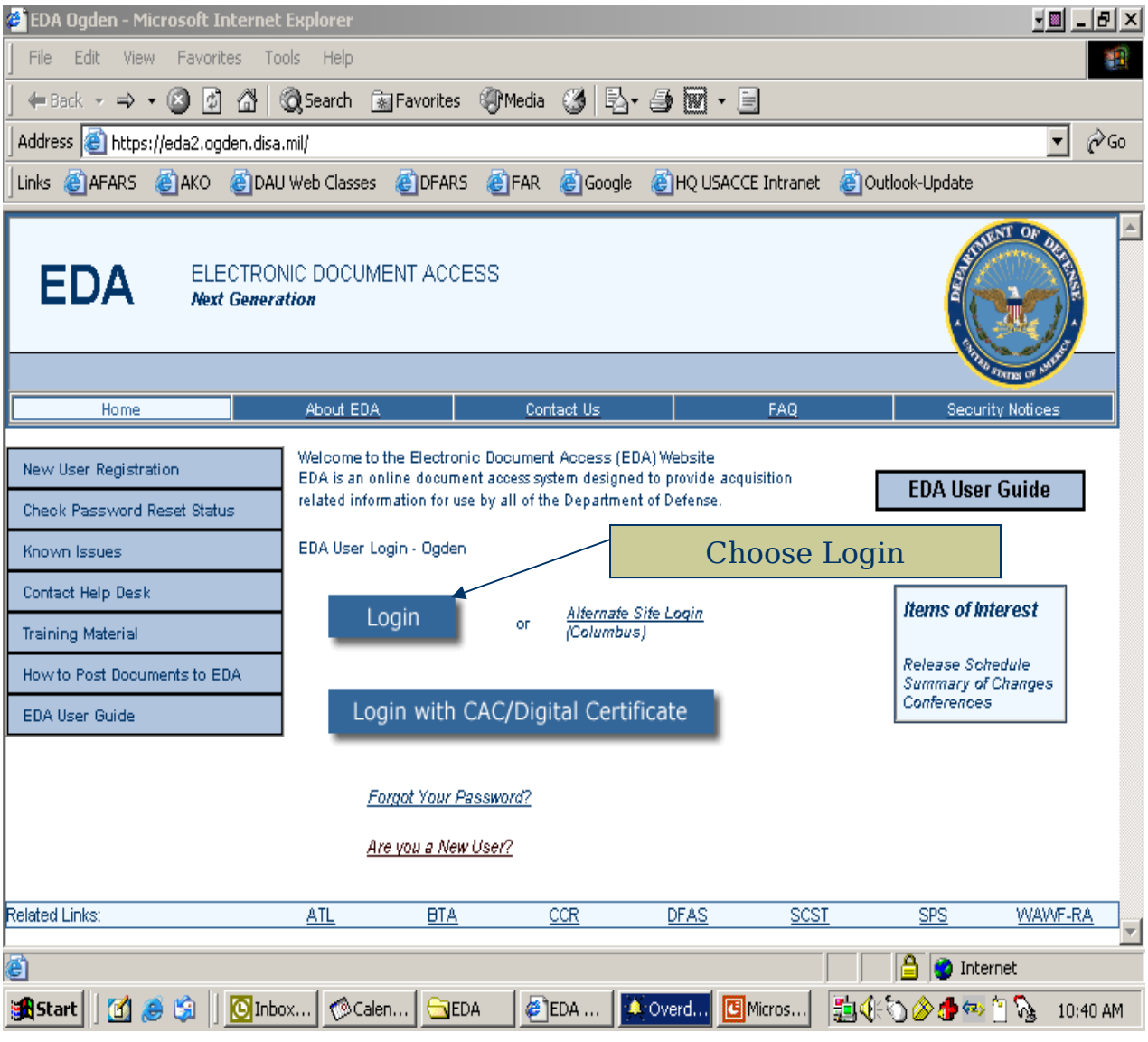
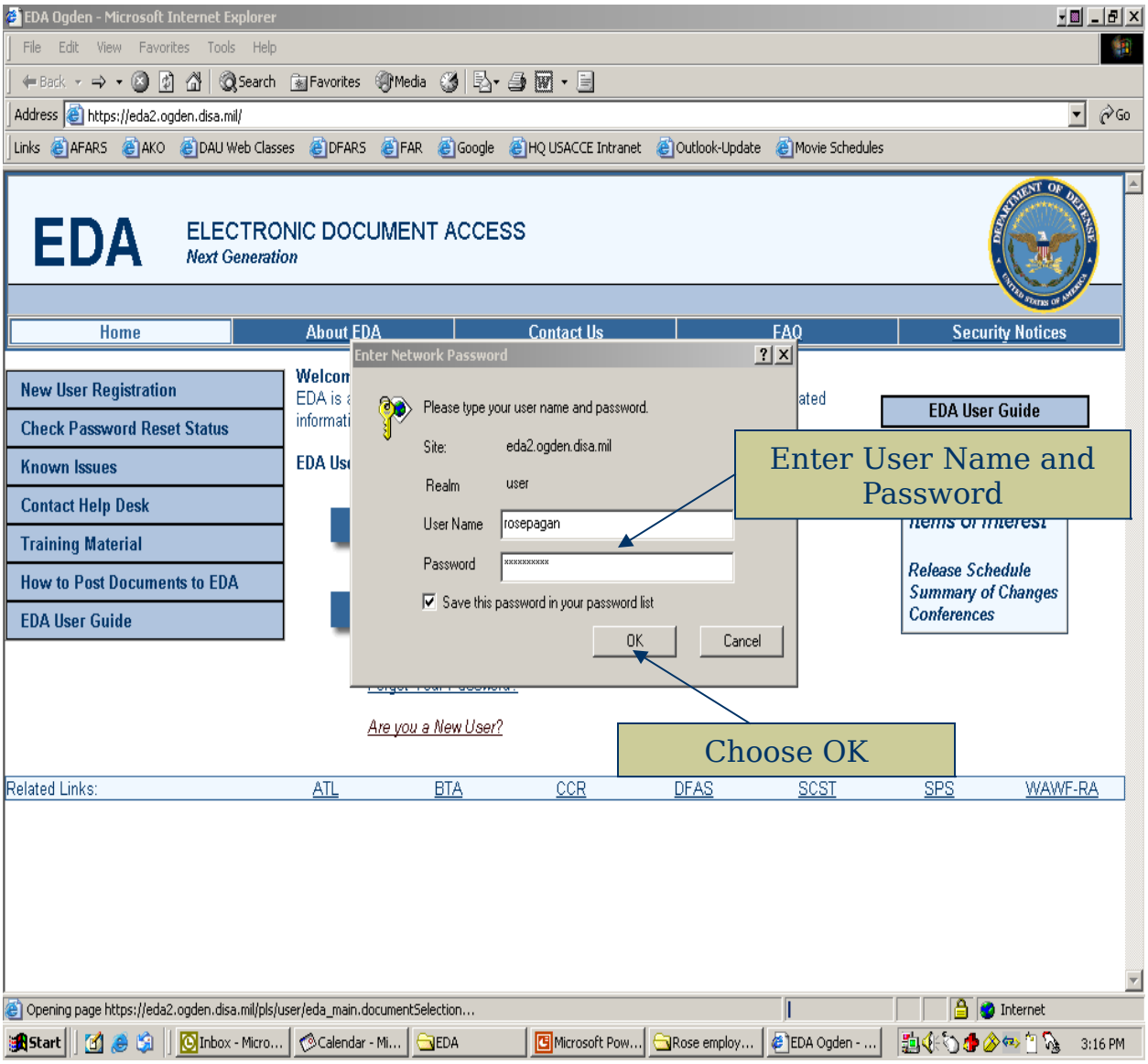
EDA LOGON



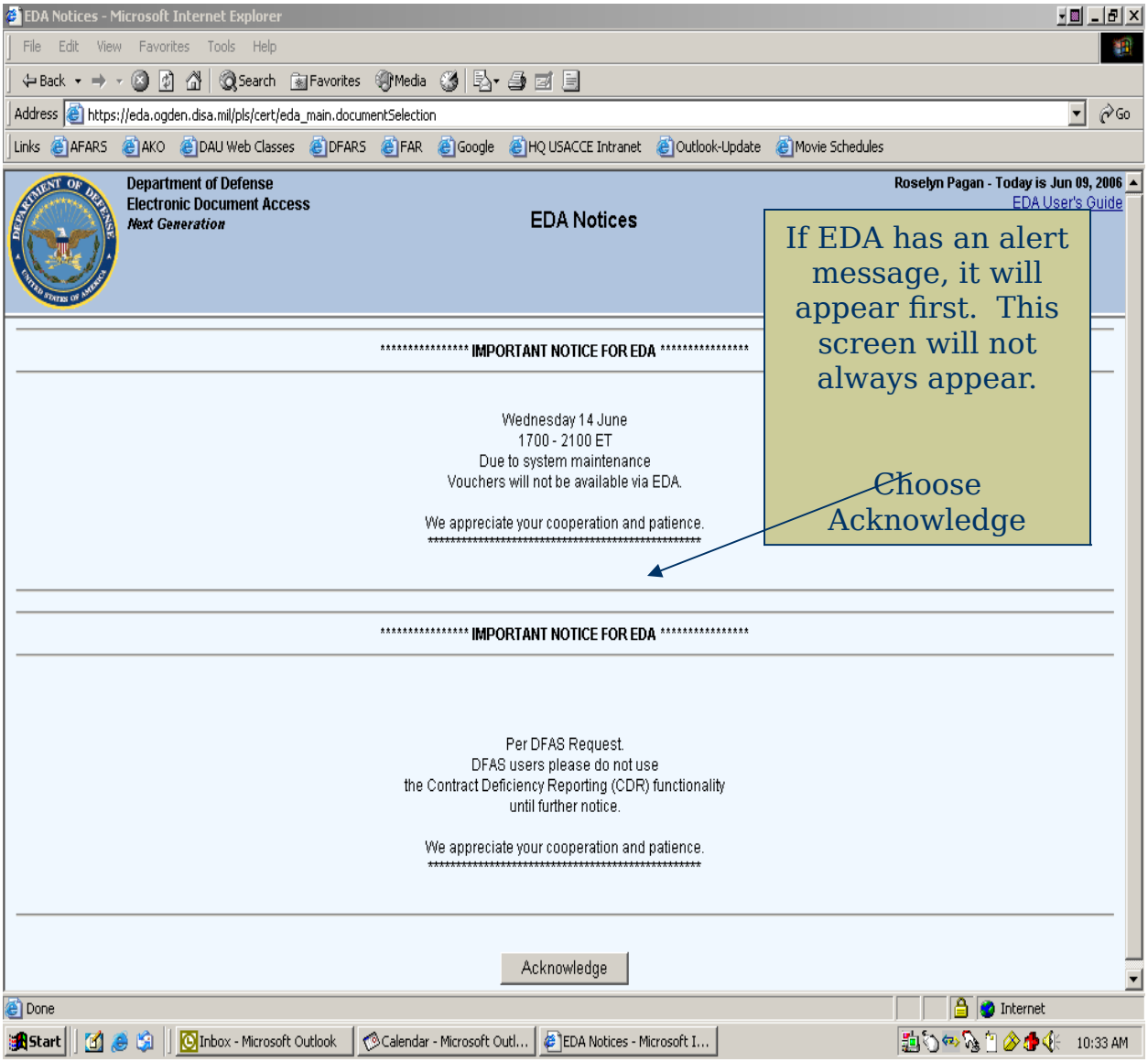
Back to TO

EDA LOGON



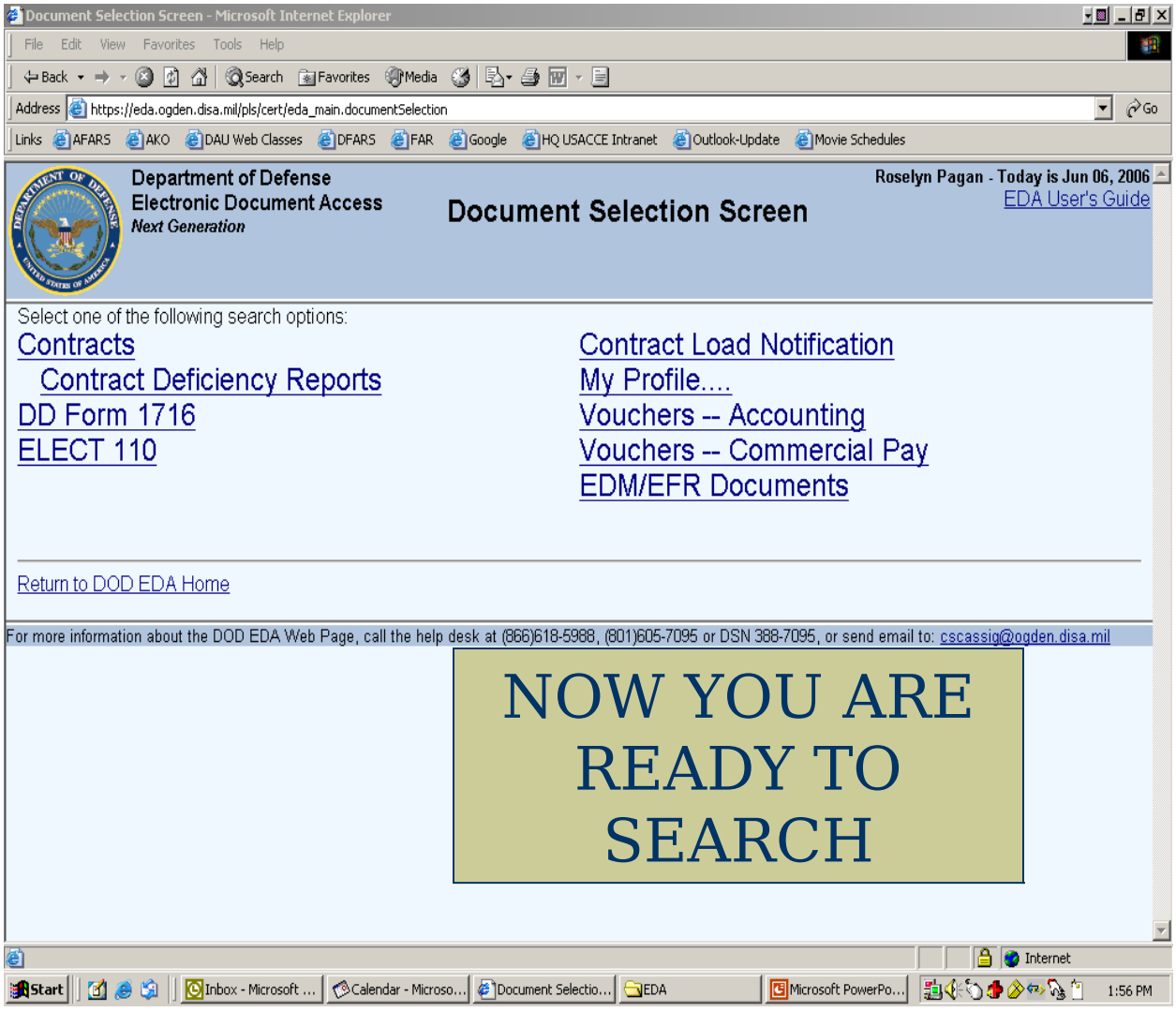
Back to TO

EDA LOGON


EDA Notices - Microsoft Internet Explorer
https://eda.ogden.disa.mil/pls/cert/eda_main.documentSelection
Department of Defense
Electronic Document Access
Next Generation
EDA Notices
Roselyn Pagan - Today is Jun 09, 2006
EDA User's Guide
If EDA has an alert message, it will appear first. This screen will not always appear.
Choose Acknowledge
********** IMPORTANT NOTICE FOR EDA **********
Wednesday 14 June
1700 - 2100 ET
Due to system maintenance
Vouchers will not be available via EDA.
We appreciate your cooperation and patience.
****
********** IMPORTANT NOTICE FOR EDA **********
Per DFAS Request.
DFAS users please do not use
the Contract Deficiency Reporting (CDR) functionality
until further notice.
We appreciate your cooperation and patience.
****
Acknowledge
Done
Internet
Start
Inbox - Microsoft Outlook
Calendar - Microsoft Outl...
EDA Notices - Microsoft I...
10:33 AM

Back to TOC

EDA LOGON


Document Selection Screen - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://eda.ogden.disa.mil/pls/cert/eda_main.documentSelection
Go
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update Movie Schedules
Department of Defense
Electronic Document Access
Next Generation
Document Selection Screen
Roselyn Pagan - Today is Jun 06, 2006
EDA User's Guide
Select one of the following search options:
Contracts
Contract Deficiency Reports
DD Form 1716
ELECT 110
Contract Load Notification
My Profile....
Vouchers -- Accounting
Vouchers -- Commercial Pay
EDM/EFR Documents
Return to DOD EDA Home
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil
NOW YOU ARE READY TO SEARCH
Internet
Start
Inbox - Microsoft ...
Calendar - Microso...
Document Selectio...
EDA
Microsoft PowerPo...
1:56 PM

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EDA
CONTRACT SEARCH

EDA may be searched by:

- Contract Number
- GSA Local Office Order Number
- Date Range by Issuing, Administering, or Paying Office DODAACs

Additionally, EDA allows you to create a custom search. This allows you to search by Obligated amount, Issue date, Cage Code and Duns Number.

Notes:

1. Search is not case sensitive and do not include dashes.
2. Can search for GSA Contracts using the Specific Contract (and all Mods) search engine

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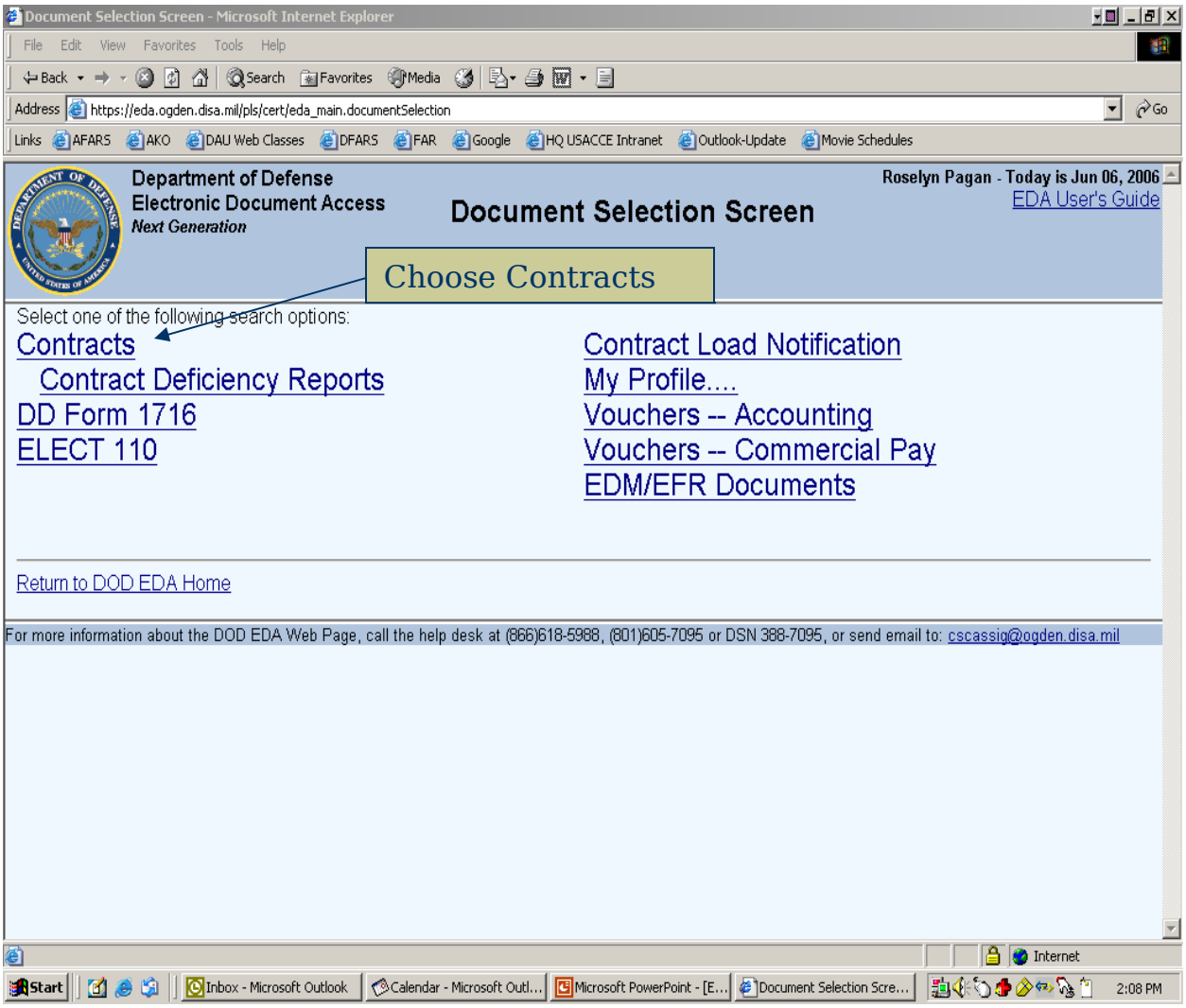
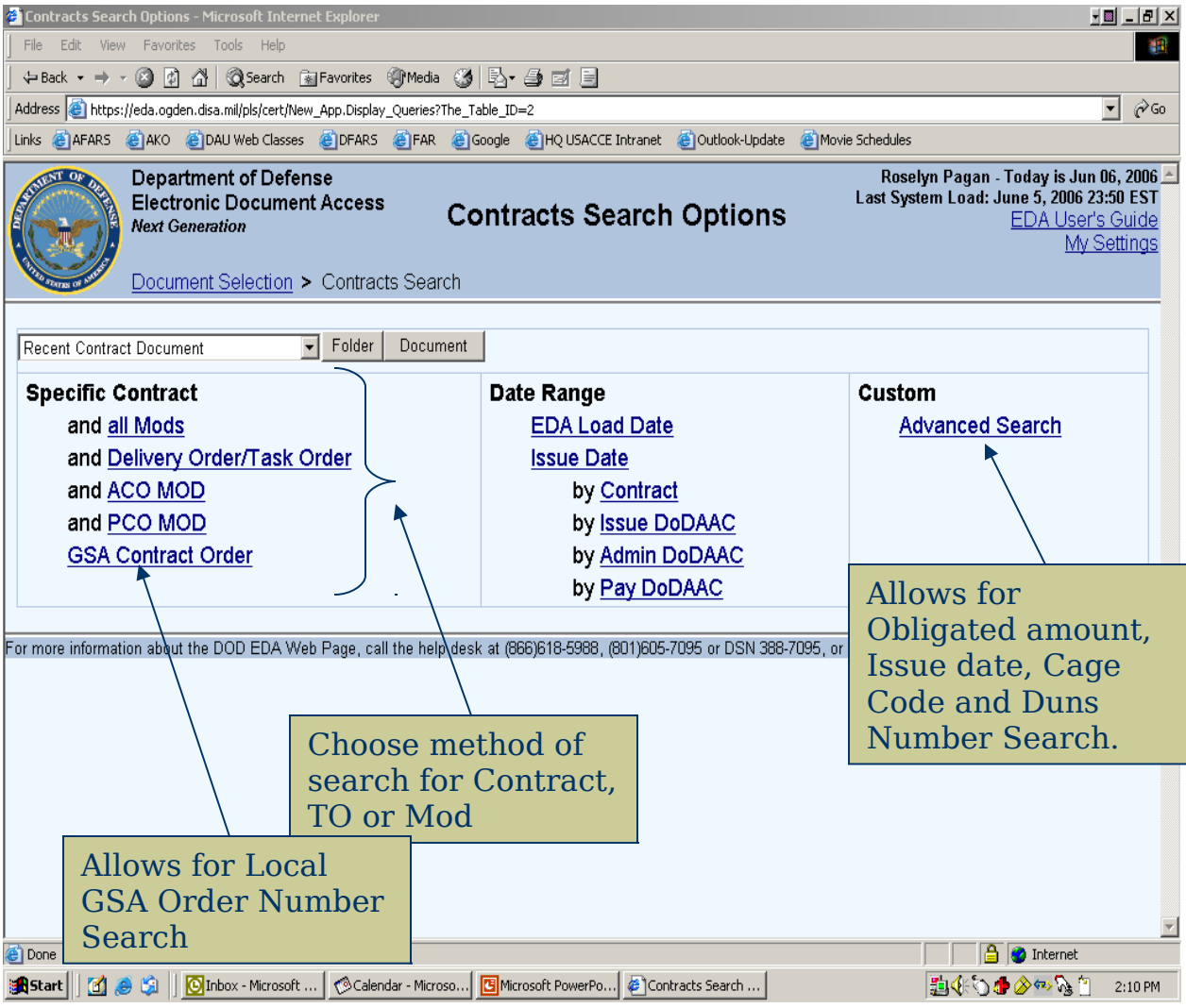
EDA
CONTRACT SEARCH


Document Selection Screen - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://eda.ogden.disa.mil/pls/cert/eda_main.documentSelection
Go
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update Movie Schedules
Department of Defense
Electronic Document Access
Next Generation
Document Selection Screen
Roselyn Pagan - Today is Jun 06, 2006
EDA User's Guide
Choose Contracts
Select one of the following search options:
Contracts
Contract Deficiency Reports
DD Form 1716
ELECT 110
Contract Load Notification
My Profile....
Vouchers -- Accounting
Vouchers -- Commercial Pay
EDM/EFR Documents
Return to DOD EDA Home
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil
Internet
Start
Inbox - Microsoft Outlook
Calendar - Microsoft Outl...
Microsoft PowerPoint - [E...
Document Selection Scre...
2:08 PM

Back to TO

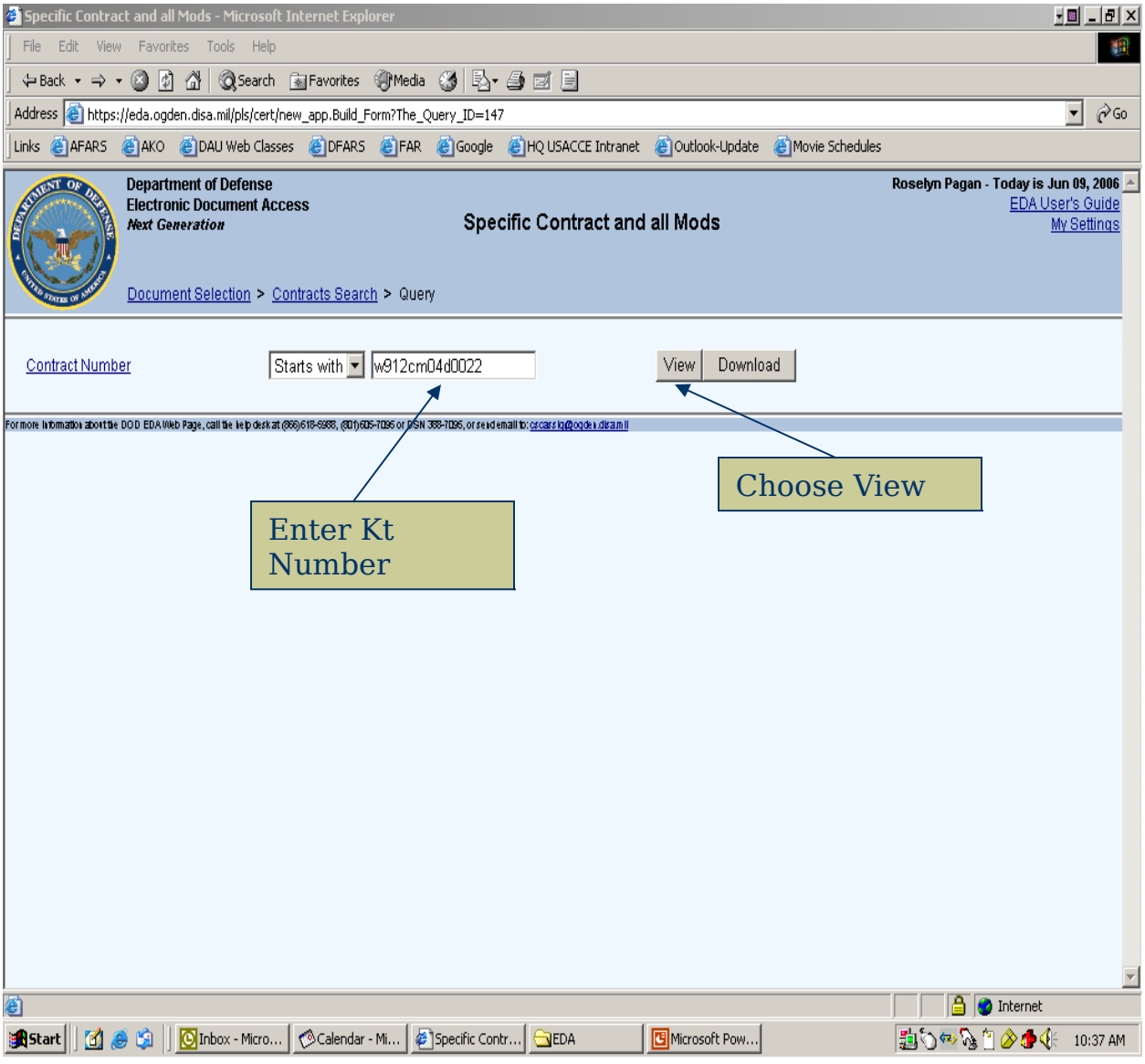
EDA
CONTRACT SEARCH


Contracts Search Options - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Contracts Search Options
Roselyn Pagan - Today is Jun 06, 2006
Last System Load: June 5, 2006 23:50 EST
EDA User's Guide
My Settings
Document Selection > Contracts Search
Recent Contract Document
Folder
Document
Specific Contract
and all Mods
and Delivery Order/Task Order
and ACO MOD
and PCO MOD
GSA Contract Order
Date Range
EDA Load Date
Issue Date
by Contract
by Issue DoDAAC
by Admin DoDAAC
by Pay DoDAAC
Custom
Advanced Search
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or
Allows for Obligated amount, Issue date, Cage Code and Duns Number Search.
Choose method of search for Contract, TO or Mod
Allows for Local GSA Order Number Search

Back to TO

EDA
CONTRACT SEARCH

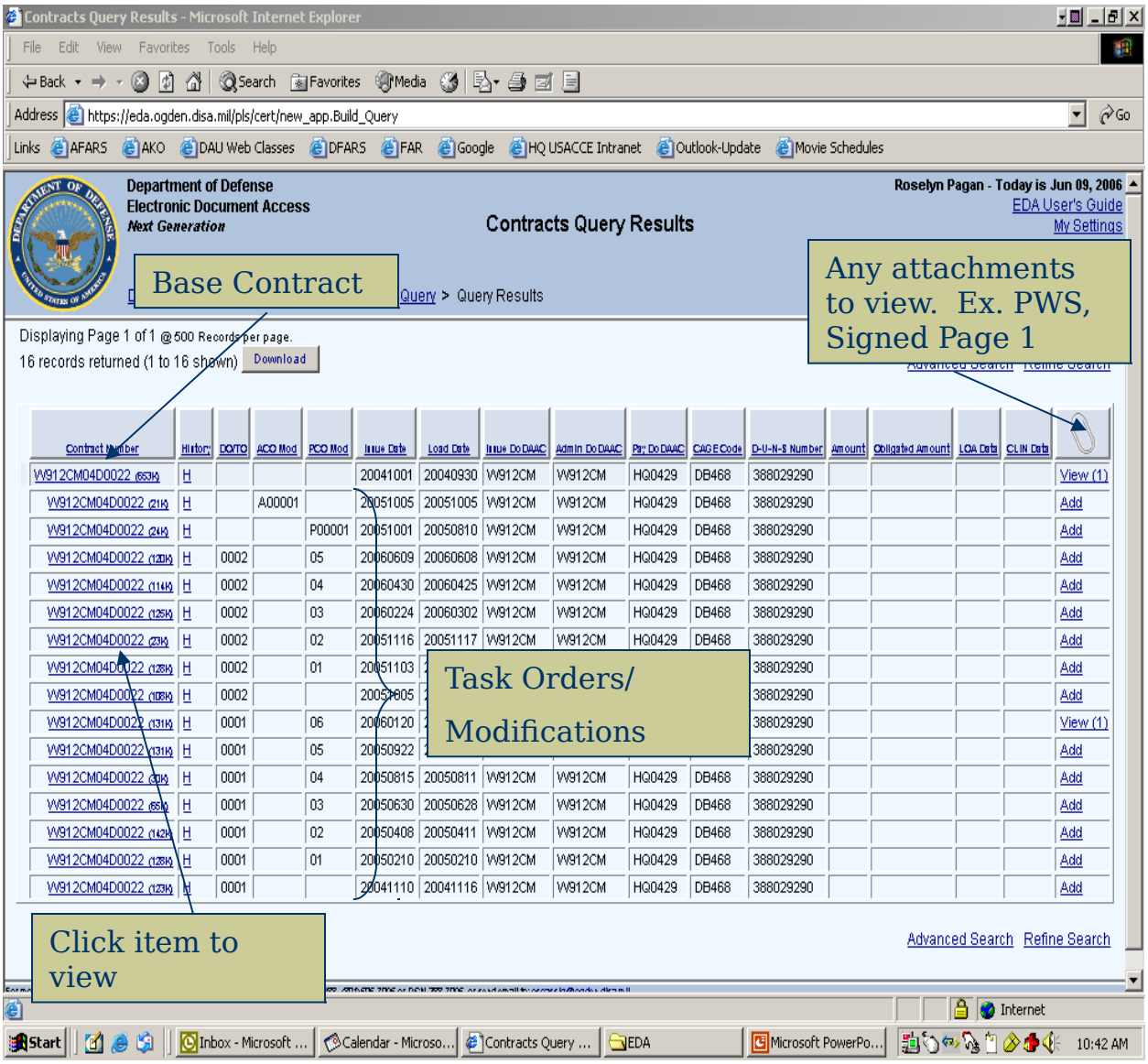
Search for “Specific Contract (and all Mods)”



Back to TO

EDA
CONTRACT SEARCH

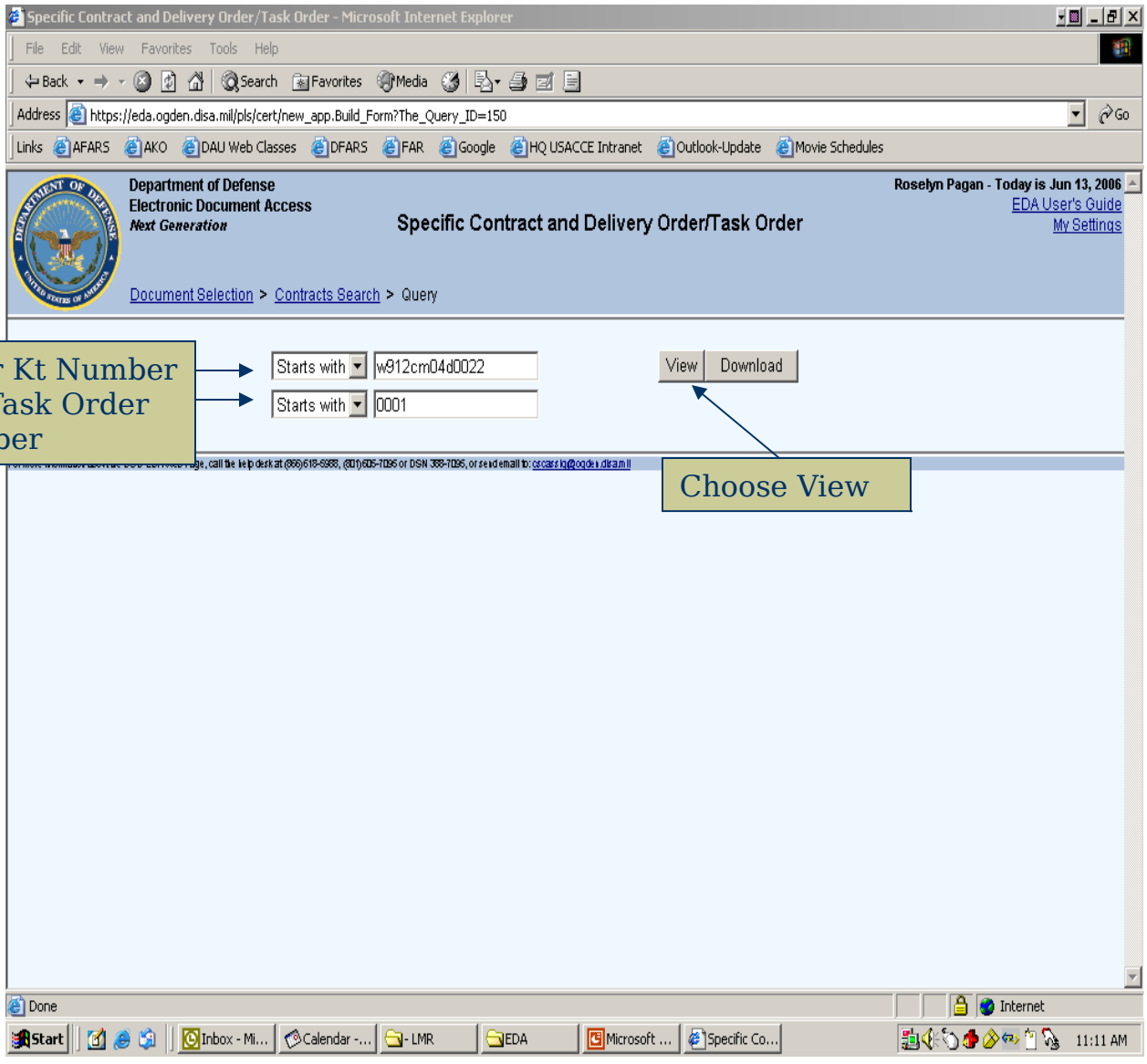
Display search results for “Specific Contract (and all Mods)”


Contracts Query Results - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Contracts Query Results
Roselyn Pagan - Today is Jun 09, 2006
EDA User's Guide
My Settings
Query > Query Results
Base Contract
Any attachments to view. Ex. PWS, Signed Page 1
Displaying Page 1 of 1 @ 500 Records per page.
16 records returned (1 to 16 shown)
Download
Task Orders/ Modifications
Click item to view
Advanced Search
Refine Search

Back to TO

EDA
CONTRACT SEARCH

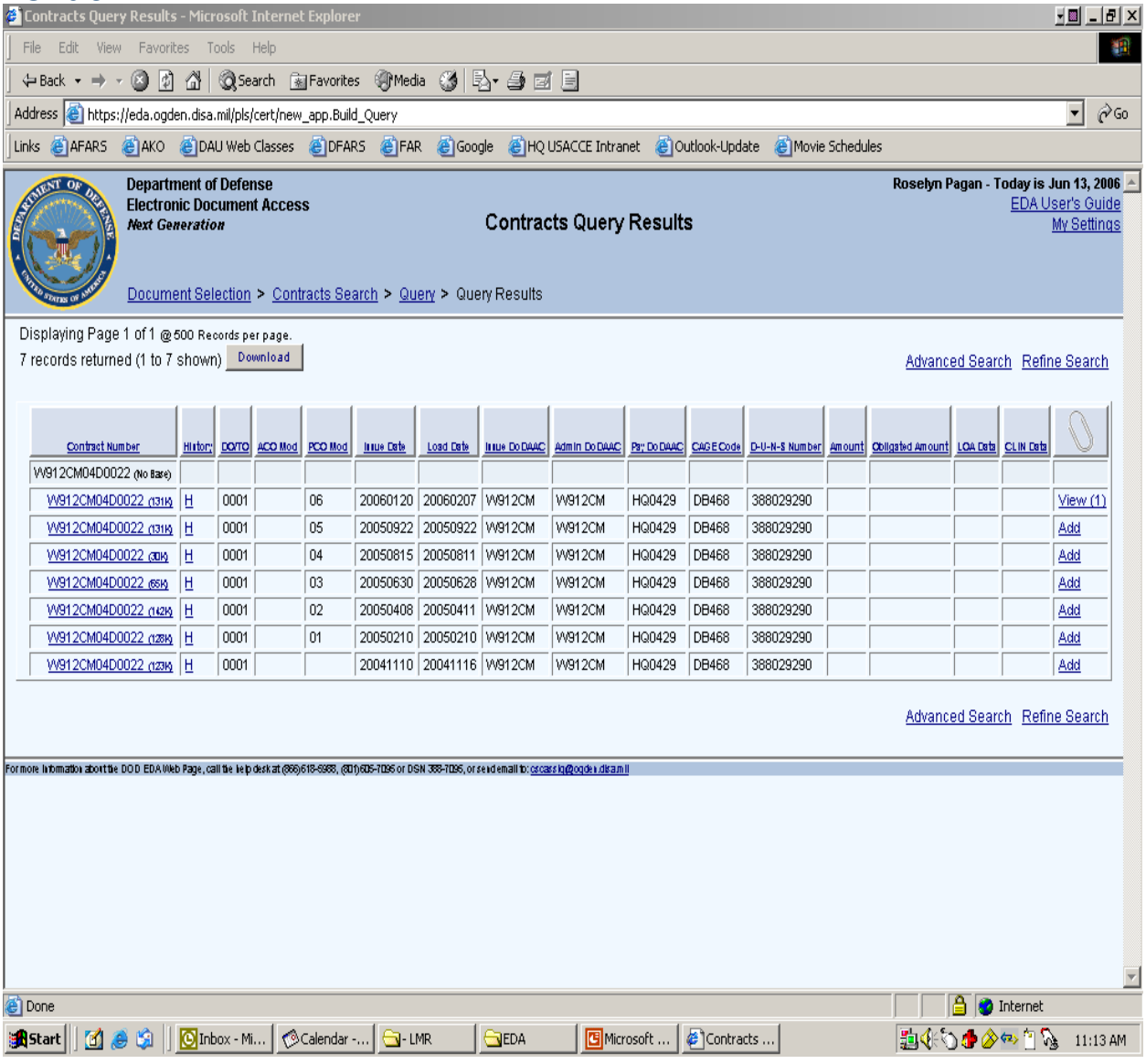
Search for “Specific Contract and Delivery Order”



Back to TO

EDA
CONTRACT SEARCH

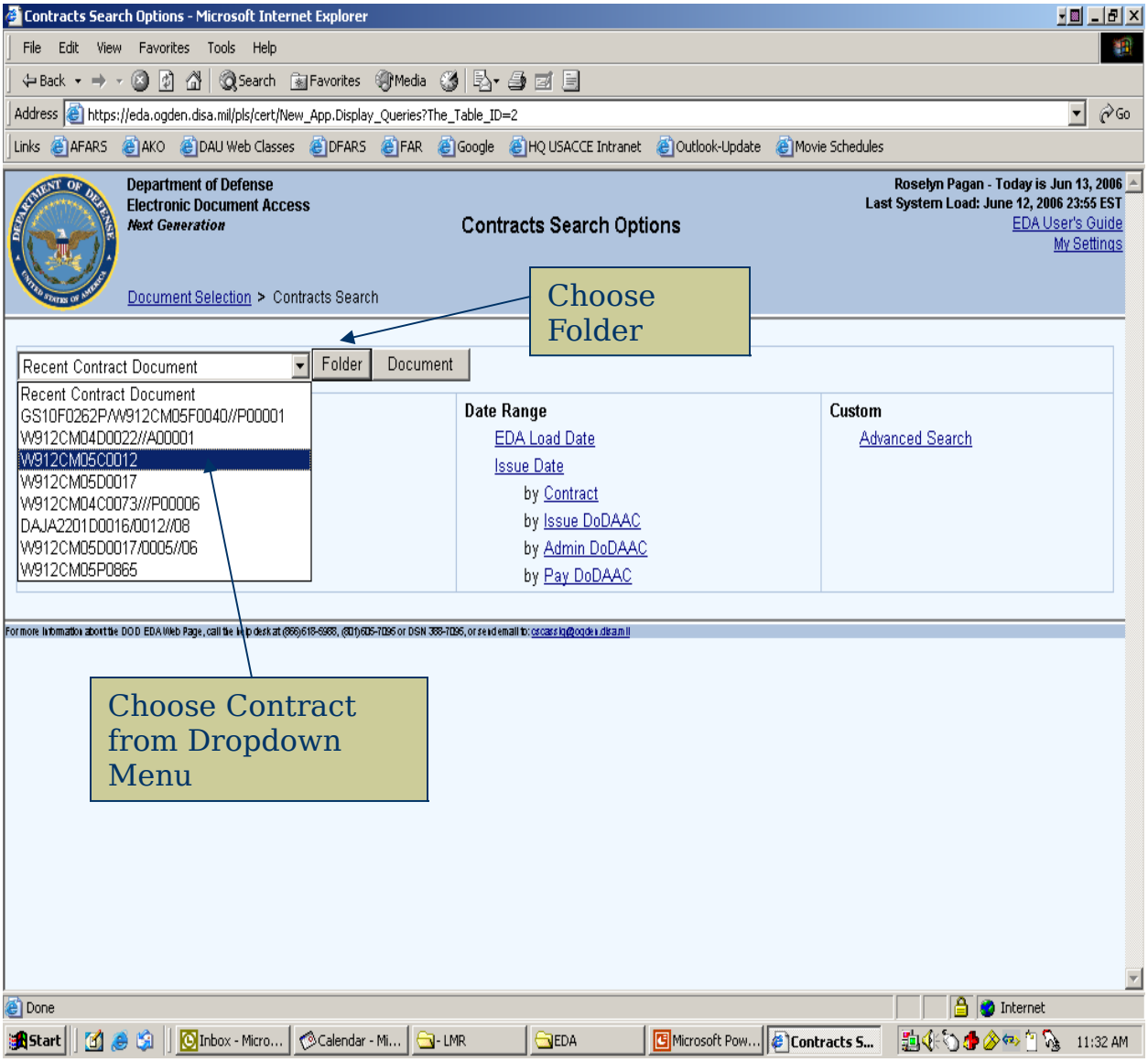
Display search results for “Specific Contract and Delivery Order”


Contracts Query Results - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Contracts Query Results
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
My Settings
Document Selection > Contracts Search > Query > Query Results
Displaying Page 1 of 1 @ 500 Records per page.
7 records returned (1 to 7 shown)
Download
Advanced Search
Refine Search
Contract Number | History | DO/TO | ACO Mod | PCO Mod | Issue Date | Load Date | Issue DoDAAC | Admin DoDAAC | Pay DoDAAC | CAGE Code | D-U-N-S Number | Amount | Obligated Amount | LOA Data | CLIN Data
W912CM04D0022 (No Base)
W912CM04D0022 (131K) | H | 0001 | | 06 | 20060120 | 20060207 | W912CM | W912CM | HQ0429 | DB468 | 388029290 | View (1)
W912CM04D0022 (131K) | H | 0001 | | 05 | 20050922 | 20050922 | W912CM | W912CM | HQ0429 | DB468 | 388029290 | Add
W912CM04D0022 (30K) | H | 0001 | | 04 | 20050815 | 20050811 | W912CM | W912CM | HQ0429 | DB468 | 388029290 | Add
W912CM04D0022 (65K) | H | 0001 | | 03 | 20050630 | 20050628 | W912CM | W912CM | HQ0429 | DB468 | 388029290 | Add
W912CM04D0022 (142K) | H | 0001 | | 02 | 20050408 | 20050411 | W912CM | W912CM | HQ0429 | DB468 | 388029290 | Add
W912CM04D0022 (128K) | H | 0001 | | 01 | 20050210 | 20050210 | W912CM | W912CM | HQ0429 | DB468 | 388029290 | Add
W912CM04D0022 (123K) | H | 0001 | | | 20041110 | 20041116 | W912CM | W912CM | HQ0429 | DB468 | 388029290 | Add
Advanced Search
Refine Search
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7096 or DSN 388-7096, or send email to: ccscasrkj@ogden.disa.mil
Done
Internet
Start
Inbox - Mi...
Calendar -...
- LMR
EDA
Microsoft ...
Contracts ...
11:13 AM

Back to TO

EDA
CONTRACT SEARCH

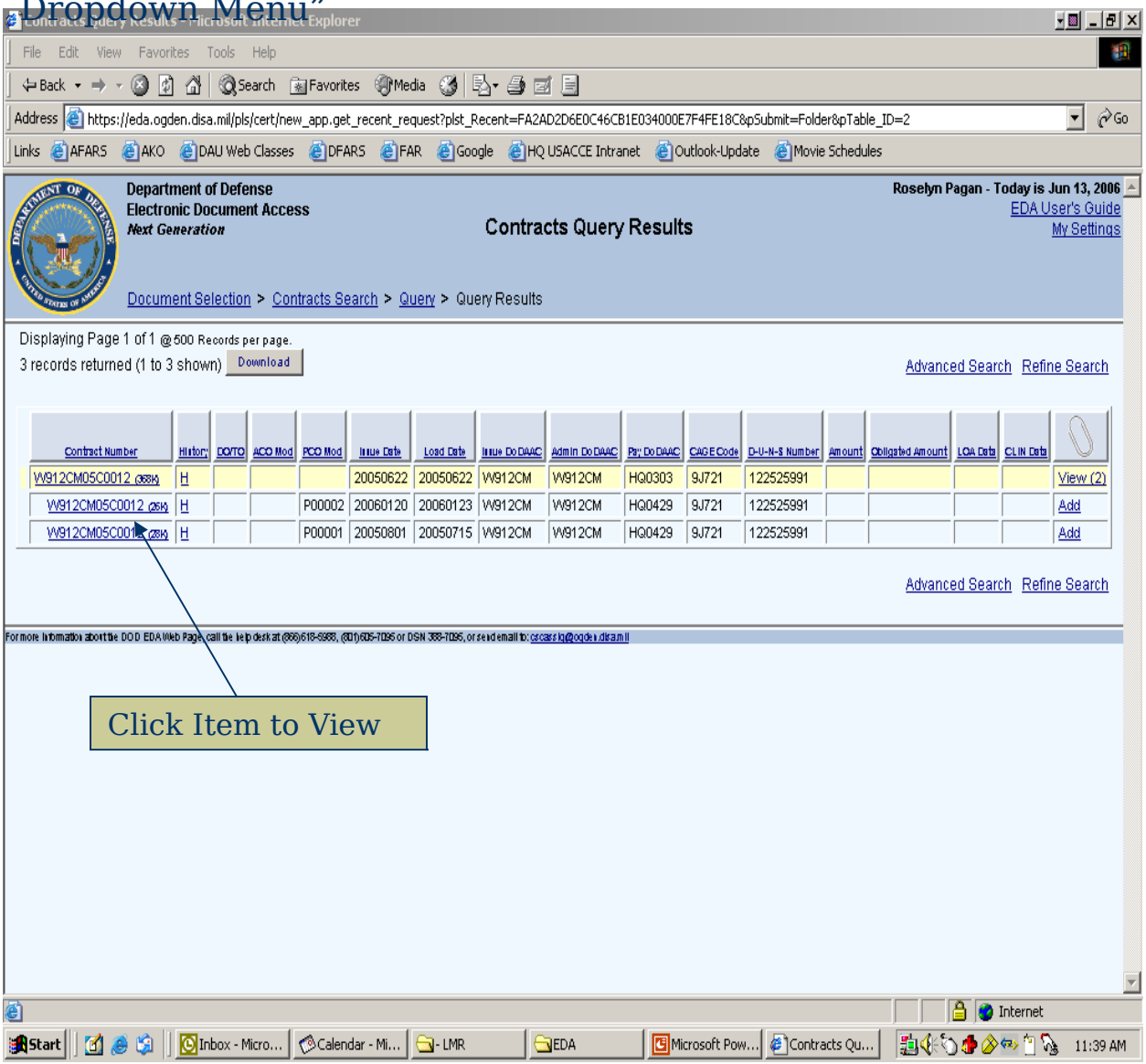
Search Using “Recent Contract Document Dropdown Menu”



Back to TO

EDA
CONTRACT SEARCH

Display search results for “Recent Contract Document Dropdown Menu”

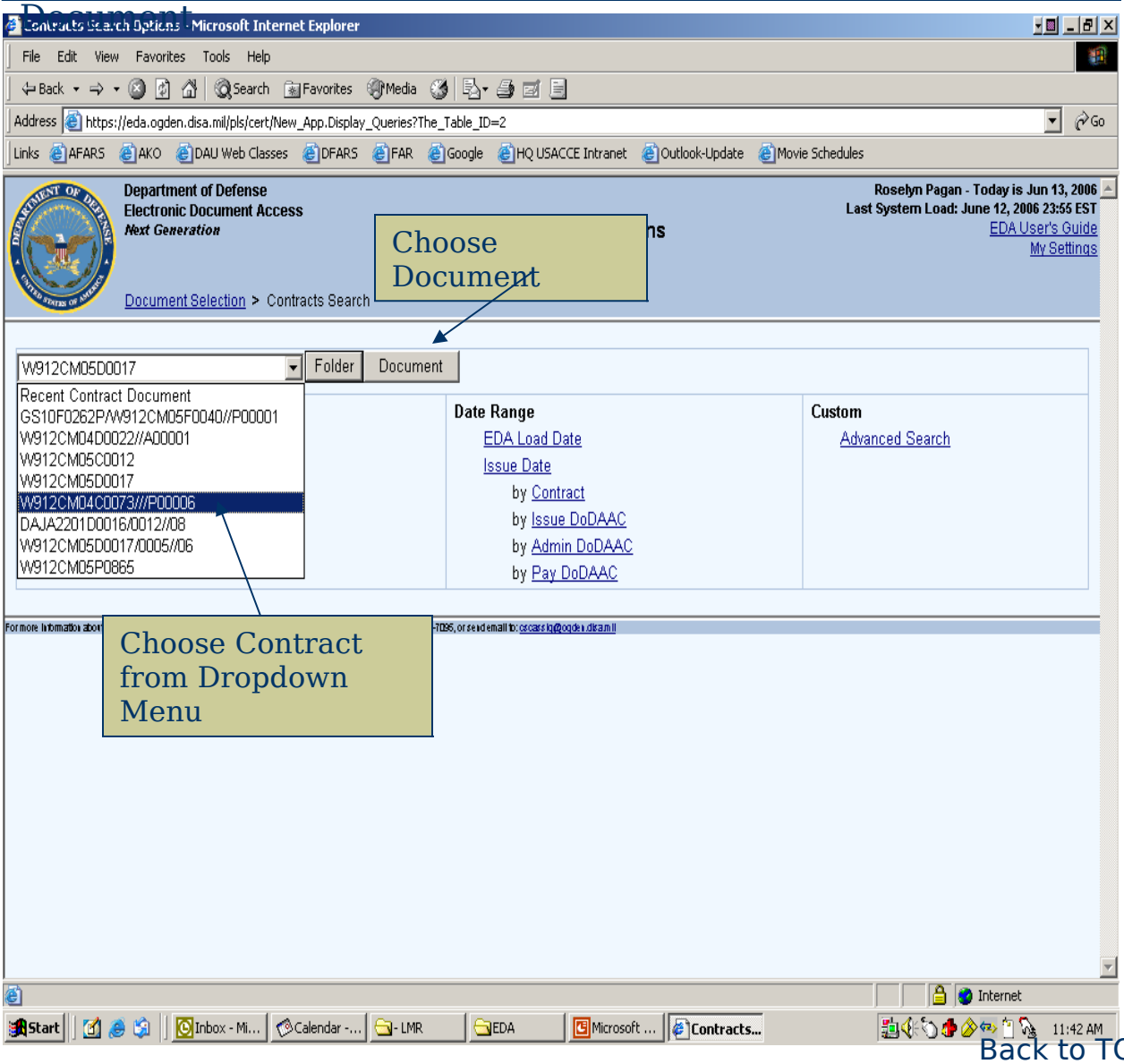

Contracts Query Results - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://eda.ogden.disa.mil/pls/cert/new_app.get_recent_request?plst_Recent=FA2AD2D6E0C46CB1E034000E7F4FE18C&pSubmit=Folder&pTable_ID=2
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update Movie Schedules
Department of Defense
Electronic Document Access
Next Generation
Contracts Query Results
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
My Settings
Document Selection > Contracts Search > Query > Query Results
Displaying Page 1 of 1 @ 500 Records per page.
3 records returned (1 to 3 shown)
Download
Advanced Search Refine Search
Contract Number History DO/TO ACO Mod PCO Mod Issue Date Load Date Issue DoDAAC Admin DoDAAC Pay DoDAAC CAGE Code D-U-N-S Number Amount Obligated Amount LOA Data CLIN Data
W912CM05C0012 H 20050622 20050622 W912CM W912CM HQ0303 9J721 122525991 View (2)
W912CM05C0012 H P00002 20060120 20060123 W912CM W912CM HQ0429 9J721 122525991 Add
W912CM05C001 H P00001 20050801 20050715 W912CM W912CM HQ0429 9J721 122525991 Add
Advanced Search Refine Search
For more information about the DOD EDA Web Page, call the help desk at (866) 618-5988, (801) 605-7095 or DSN 388-7095, or send email to: ccarssig@ogden.disa.mil
Internet
Start
Inbox - Micro...
Calendar - Mi...
- LMR
EDA
Microsoft Pow...
Contracts Qu...
11:39 AM

Click Item to View

Back to TO

EDA
CONTRACT SEARCH

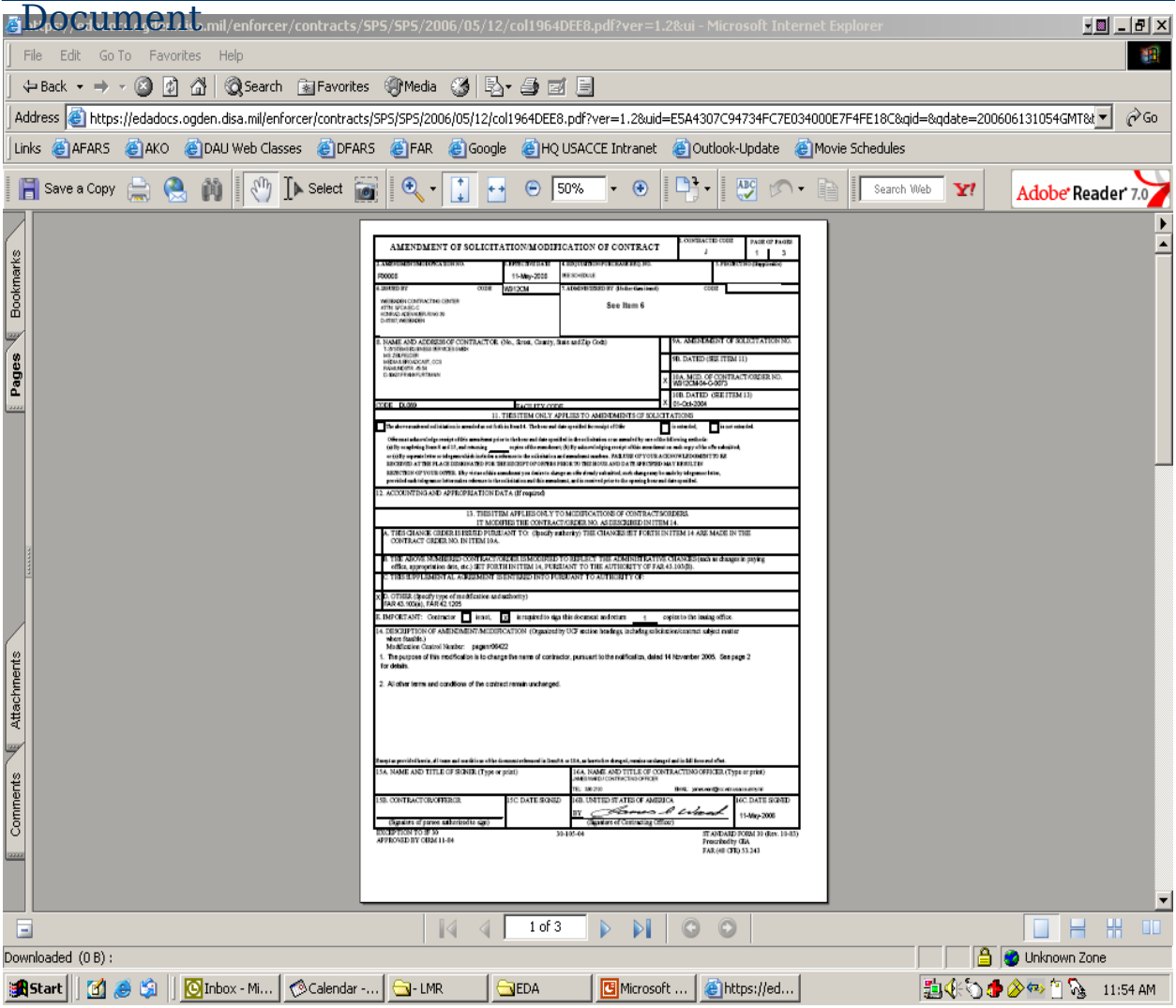
Search Using “Recent Contract Document Dropdown Menu” for Document



Back to TO

EDA
CONTRACT SEARCH

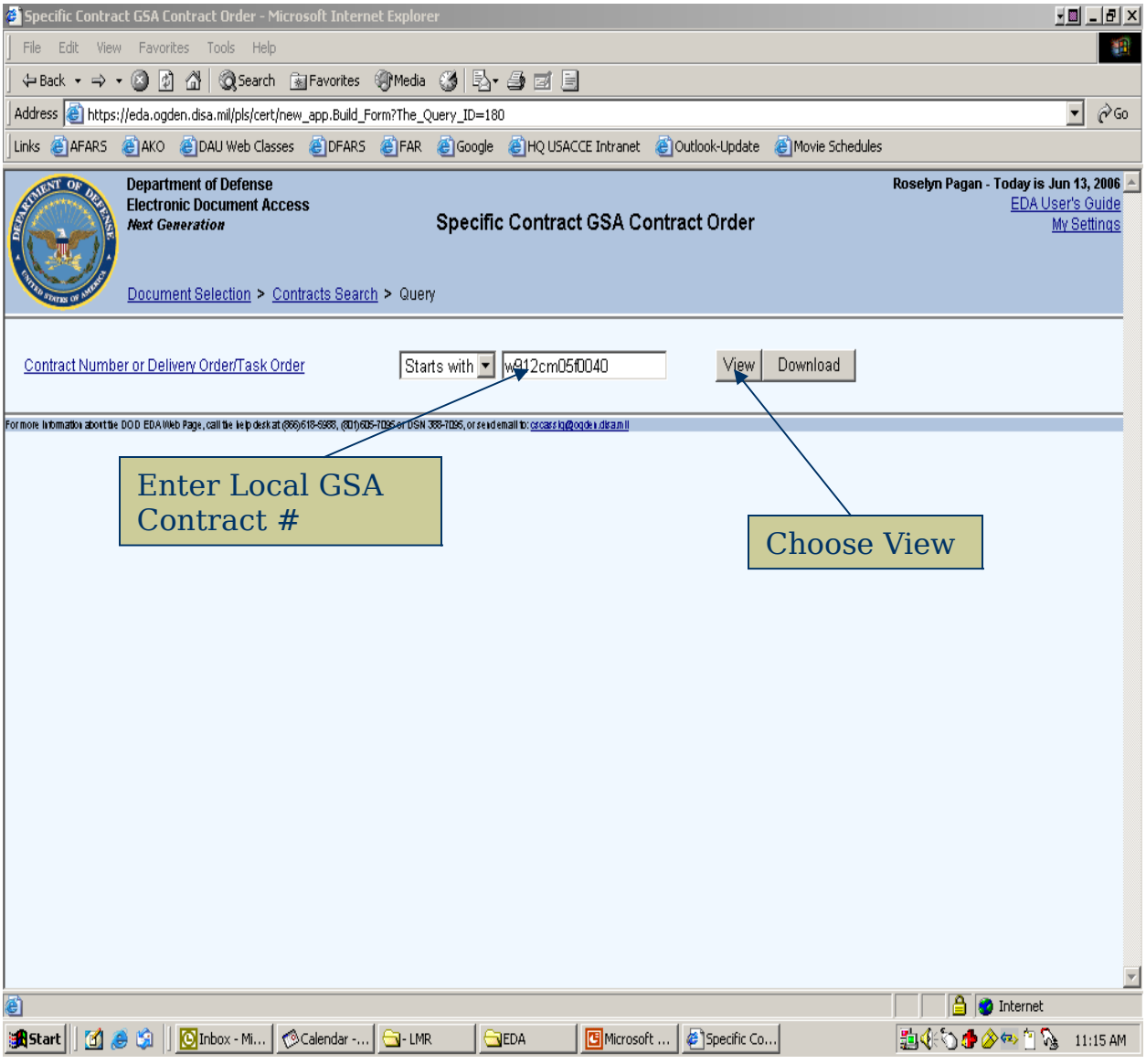
Display Results Using “Recent Contract Document Dropdown Menu” for Document


https://edadocs.ogden.disa.mil/enforcer/contracts/SPS/SPS/2006/05/12/col1964DEE8.pdf?ver=1.2&ui - Microsoft Internet Explorer
File Edit Go To Favorites Help
Back Search Favorites Media
Address https://edadocs.ogden.disa.mil/enforcer/contracts/SPS/SPS/2006/05/12/col1964DEE8.pdf?ver=1.2&uid=E5A4307C94734FC7E034000E7F4FE18C&qid=&qdate=200606131054GMT&t
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update Movie Schedules
Save a Copy Select 50% Search Web Adobe Reader 7.0
Bookmarks Pages Attachments Comments
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT
1 of 3
Downloaded (0 B) :
Unknown Zone
Start Inbox - Mi... Calendar -... - LMR EDA Microsoft ... https://ed... 11:54 AM

Back to TO

EDA CONTRACT SEARCH GSA

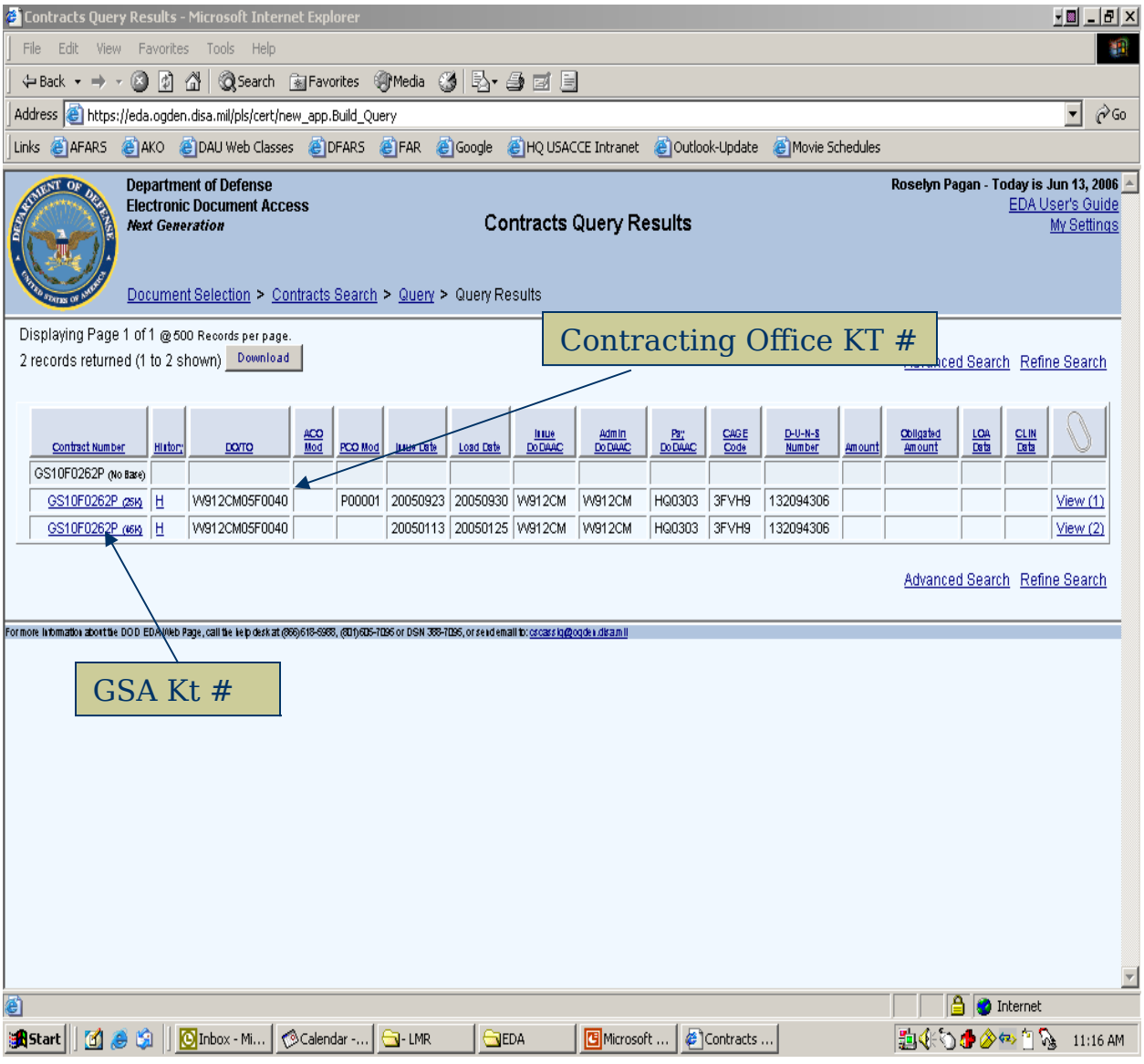
GSA contract search, enter the local GSA contract number



Back to TO

EDA
CONTRACT SEARCH
GSA

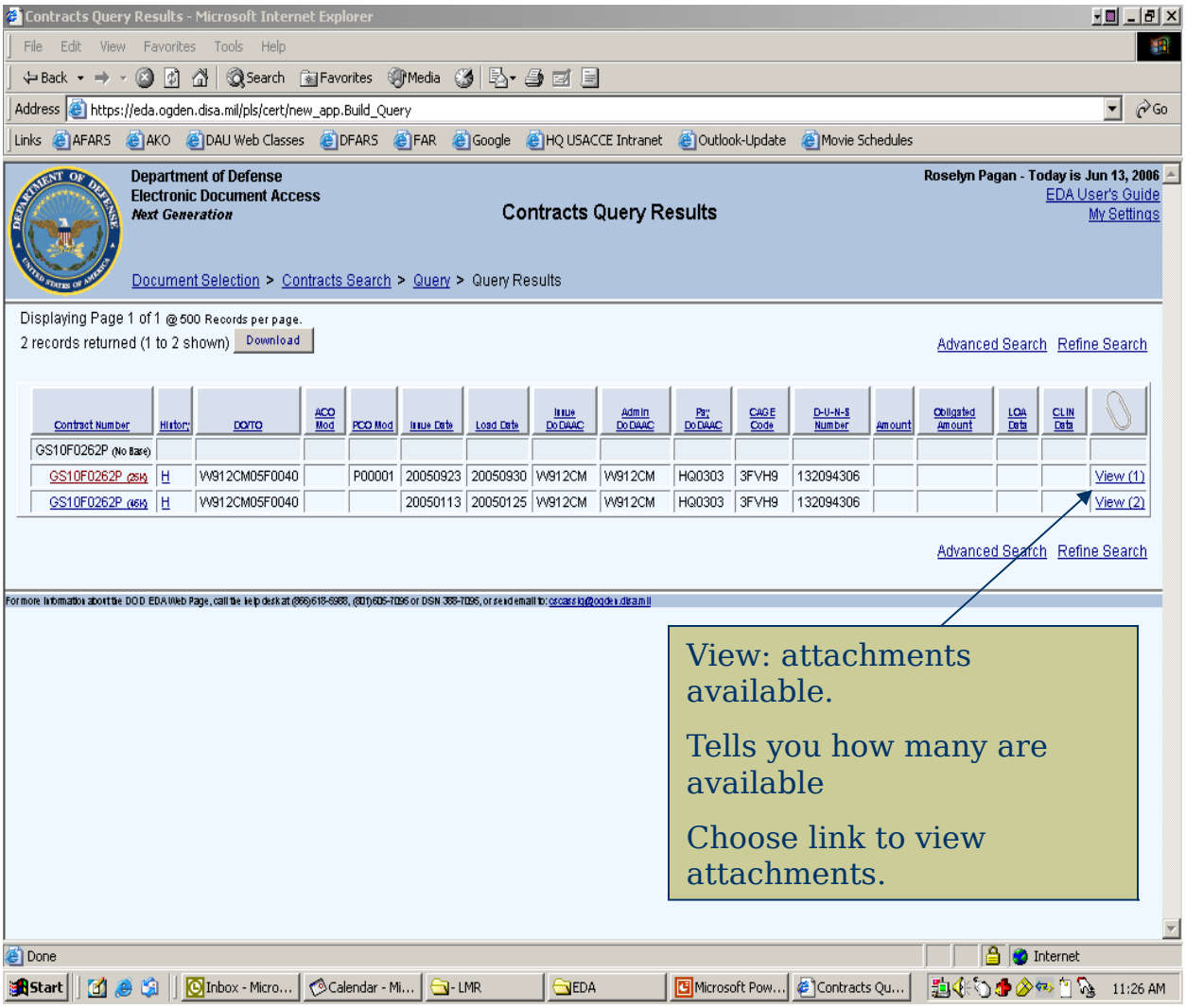
GSA contract, Displays GSA contract number with Contracting Office contract as a Task Order number.


Contracts Query Results - Microsoft Internet Explorer
https://eda.ogden.disa.mil/pls/cert/new_app.Build_Query
Department of Defense
Electronic Document Access
Next Generation
Contracts Query Results
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
My Settings
Document Selection > Contracts Search > Query > Query Results
Displaying Page 1 of 1 @ 500 Records per page.
2 records returned (1 to 2 shown)
Download
Contracting Office KT #
Refine Search
Contract Number | History | DO/TO | ACO Mod | PCO Mod | Issue Date | Load Date | Issue DoDAAC | Admin DoDAAC | Pay DoDAAC | CAGE Code | D-U-N-S Number | Amount | Obligated Amount | LOA Data | CLIN Data
GS10F0262P (No Base)
GS10F0262P (GSA) | H | W912CM05F0040 | | P00001 | 20050923 | 20050930 | W912CM | W912CM | HQ0303 | 3FVH9 | 132094306 | View (1)
GS10F0262P (GSA) | H | W912CM05F0040 | | | 20050113 | 20050125 | W912CM | W912CM | HQ0303 | 3FVH9 | 132094306 | View (2)
Advanced Search
Refine Search
GSA Kt #
Internet
Start
11:16 AM

Back to TO

EDA
CONTRACT SEARCH
VIEW ATTACHMENTS

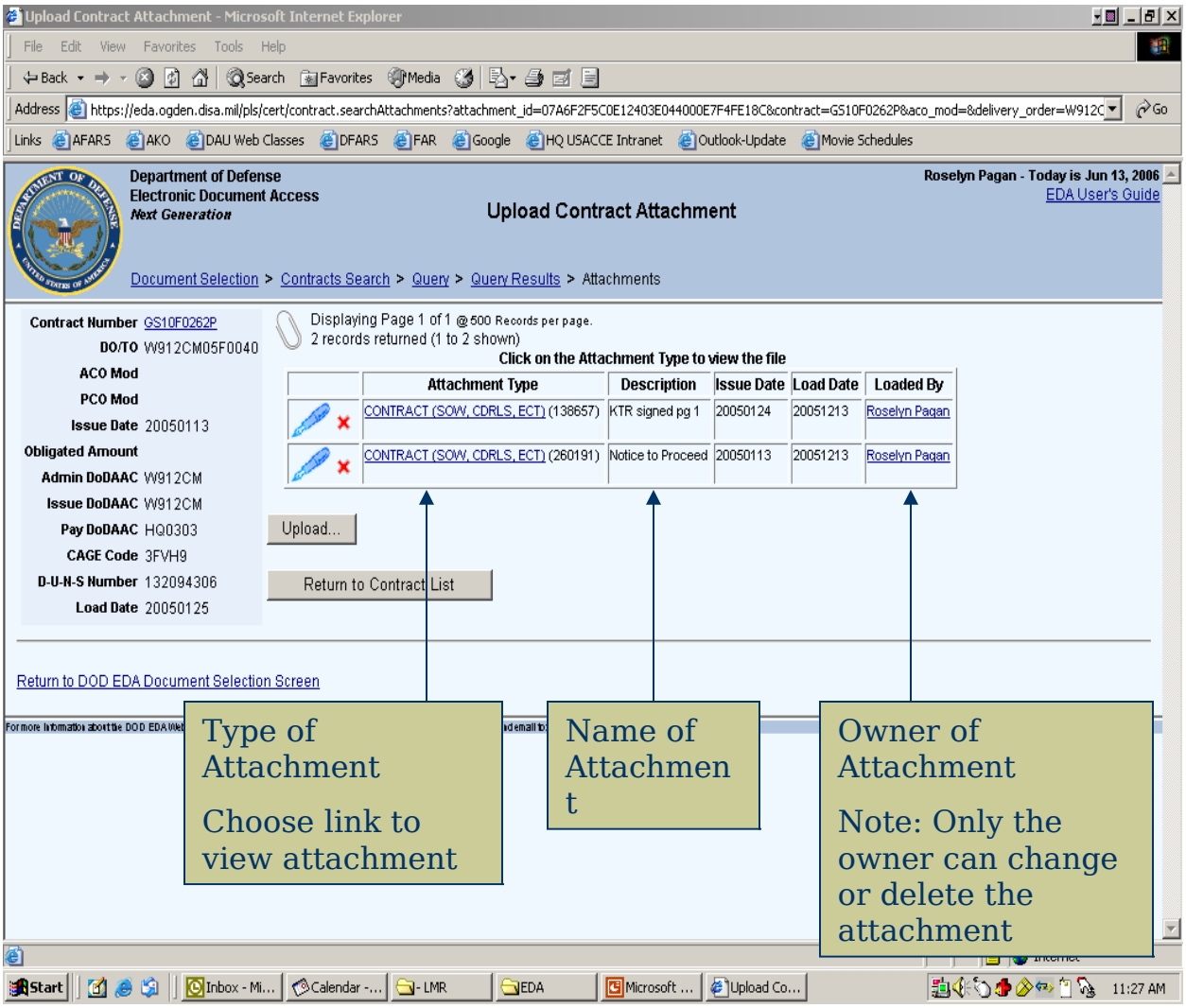
When viewing contracts, attachments are available in the attachments column of the search result



Back to TO

EDA CONTRACT SEARCH VIEW ATTACHMENTS

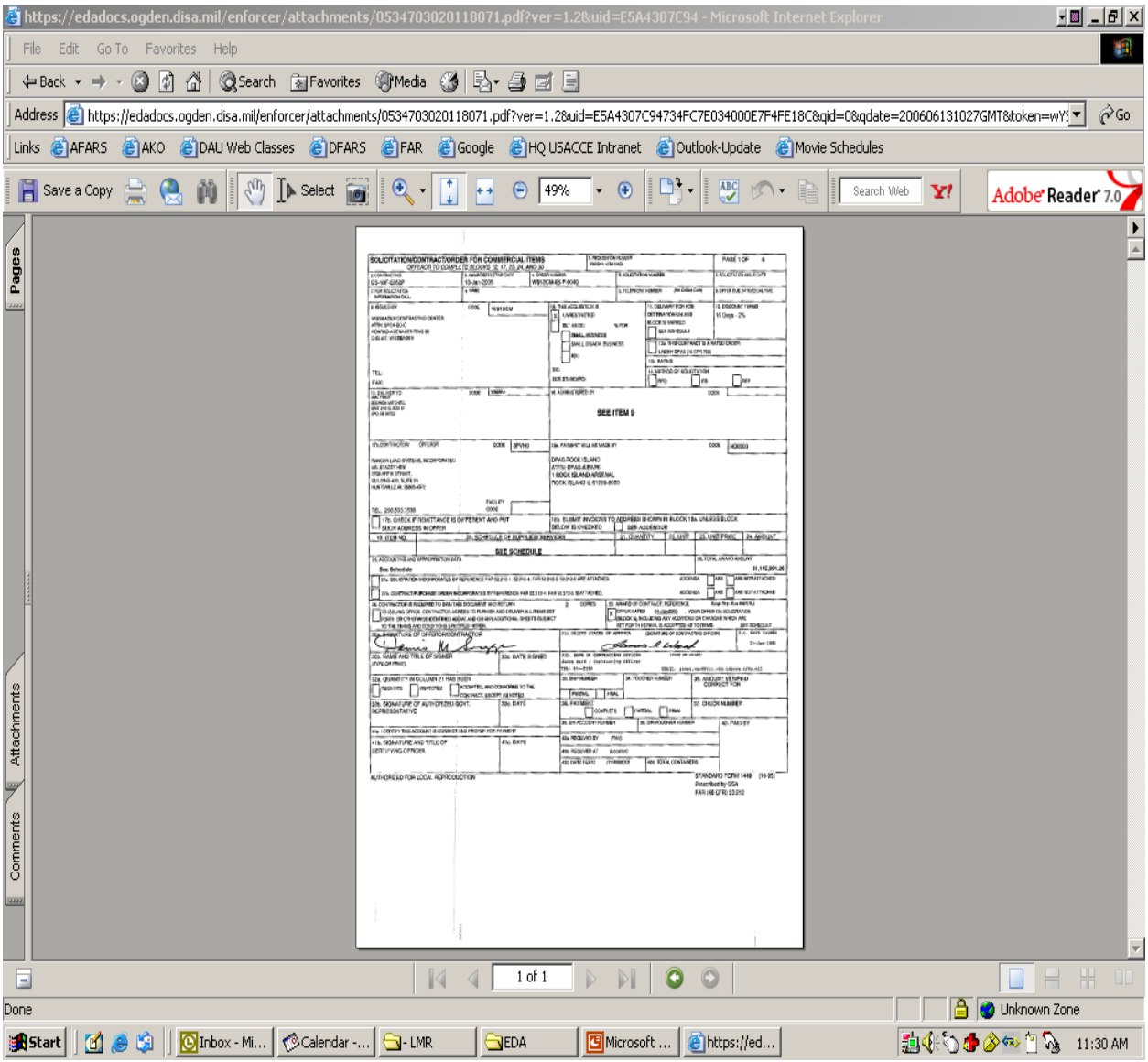
Attachments search result



Back to TO

EDA CONTRACT SEARCH VIEW ATTACHMENTS

Attachments search result


https://edadocs.ogden.disa.mil/enforcer/attachments/0534703020118071.pdf?ver=1.2&uid=E5A4307C94 - Microsoft Internet Explorer
File Edit Go To Favorites Help
Back Search Favorites Media
Address https://edadocs.ogden.disa.mil/enforcer/attachments/0534703020118071.pdf?ver=1.2&uid=E5A4307C94734FC7E034000E7F4FE18C&qid=0&qdate=200606131027GMT&token=wY
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update Movie Schedules
Save a Copy Select 49% Search Web Adobe Reader 7.0
Pages
Attachments
Comments
SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
SEE ITEM 9
SEE SCHEDULE
1 of 1
Done
Unknown Zone
Start Inbox - Mi... Calendar -... - LMR EDA Microsoft ... https://ed... 11:30 AM

Back to TO

EDA
NOTIFICATION LIST

EDA allows you to create a "Notification List" of e-mail addresses that are automatically notified when contracts are loaded into Electronic Document Access (EDA). This allows the termination of email or faxing documentation to customers, contractors, DCMA, etc.

Notification lists are created and managed within the EDA application. User's can create lists as well as add, update, and delete users from existing lists. User's also have a capability to copy an established notification list to another contract document notification list.

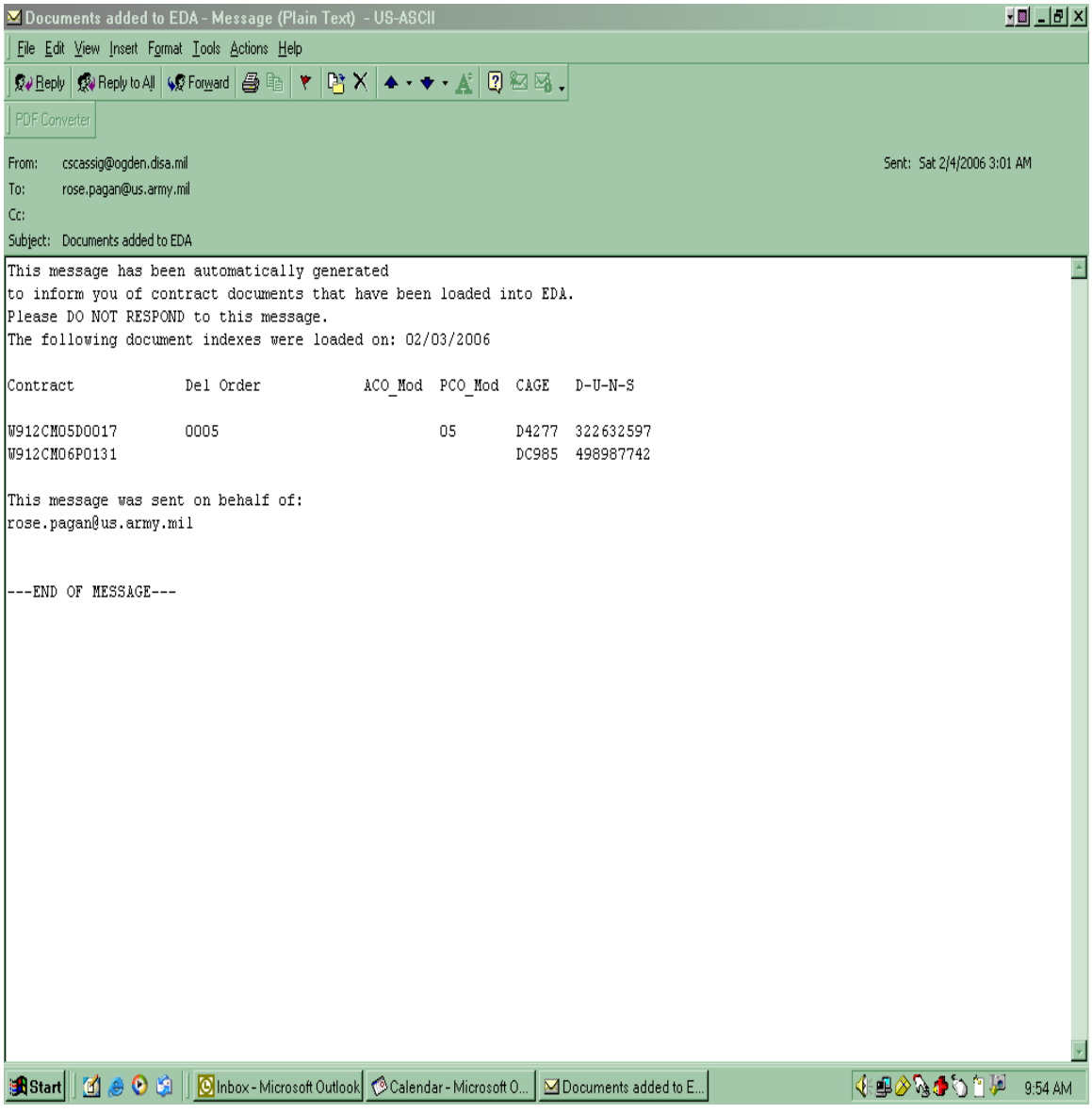
Notification lists should be created for contracts before the contract is signed in PD2. When the contract loads into EDA, an e-mail notification is sent to the addresses on the lists. The addressee's can then view, save or print the document as desired.

Notification e-mail messages are sent once per day, after all document load events have been completed. Users on multiple contract load notifications lists will receive one e-mail notification that reflects the combined contract activity for the day. This prevents the recipient from being flooded with multiple e-mail messages.

Back to TO

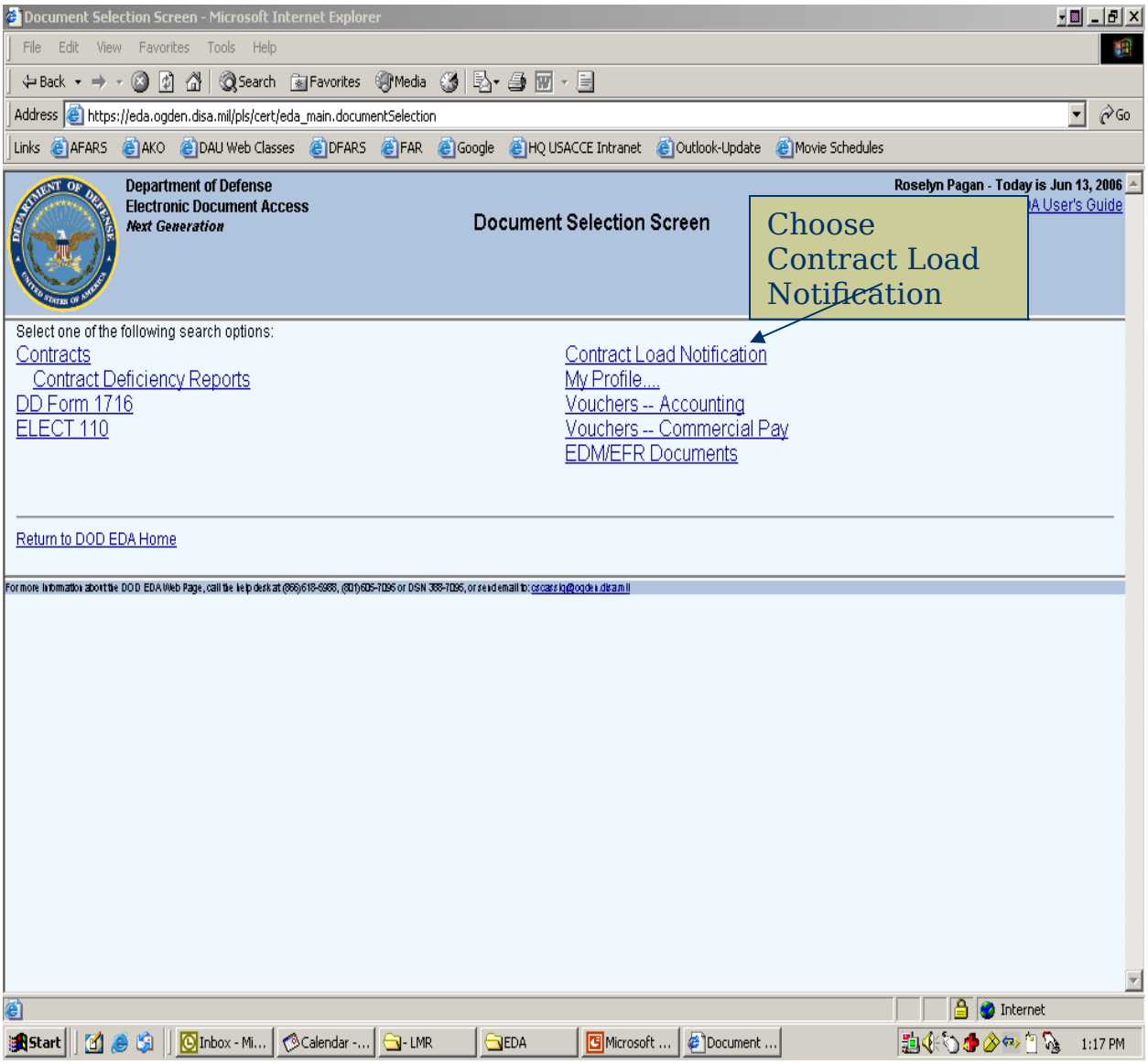
EDA NOTIFICATION LIST

Sample Email Notification:


Documents added to EDA - Message (Plain Text) - US-ASCII
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
PDF Converter
From: cscassig@ogden.disa.mil
Sent: Sat 2/4/2006 3:01 AM
To: rose.pagan@us.army.mil
Cc:
Subject: Documents added to EDA
This message has been automatically generated
to inform you of contract documents that have been loaded into EDA.
Please DO NOT RESPOND to this message.
The following document indexes were loaded on: 02/03/2006
Contract Del Order ACO_Mod PCO_Mod CAGE D-U-N-S
W912CM05D0017 0005 05 D4277 322632597
W912CM06P0131 DC985 498987742
This message was sent on behalf of:
rose.pagan@us.army.mil
---END OF MESSAGE---
Start
Inbox - Microsoft Outlook
Calendar - Microsoft O...
Documents added to E...
9:54 AM

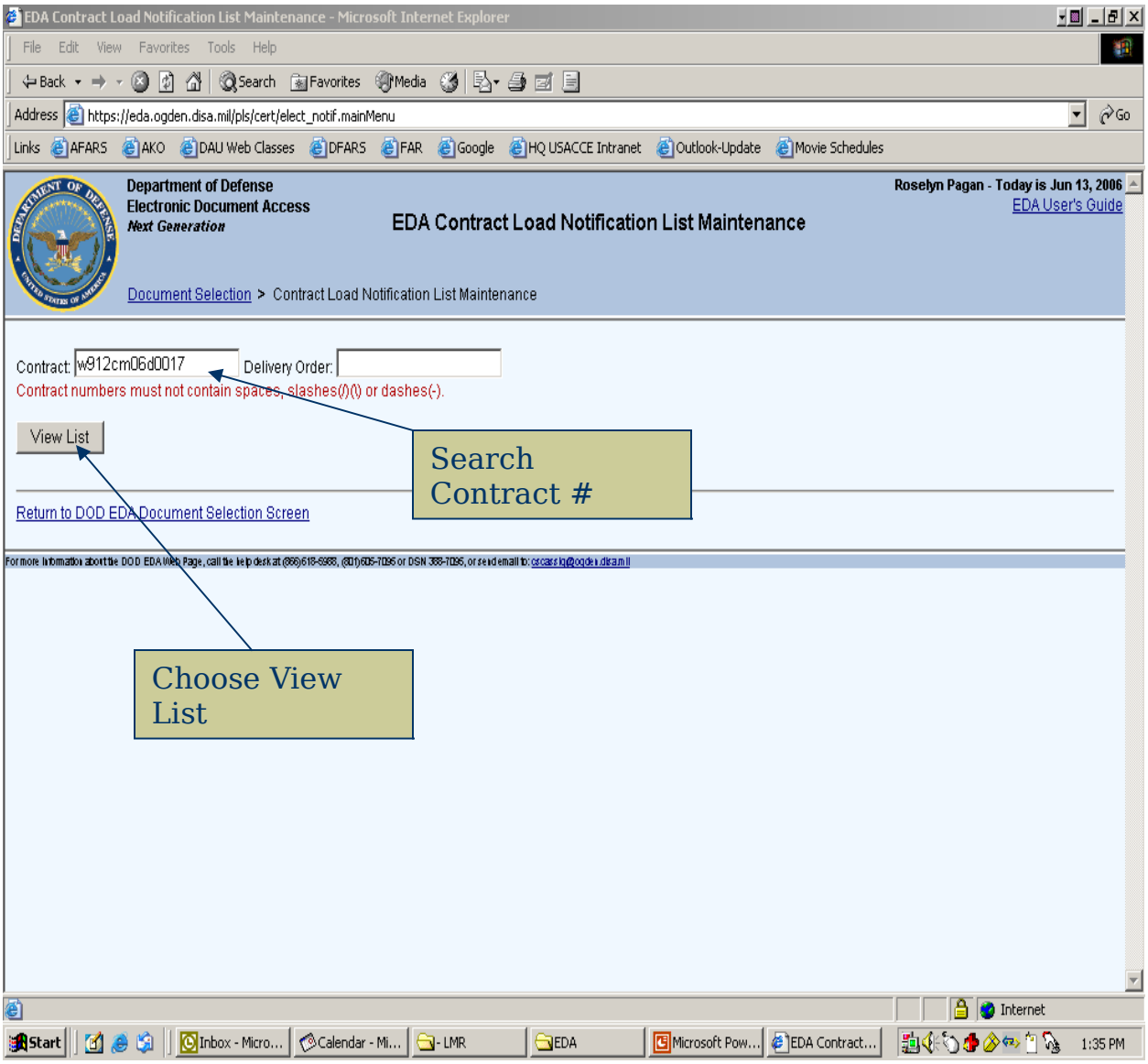
Back to TO

EDA
NOTIFICATION LIST CREATE



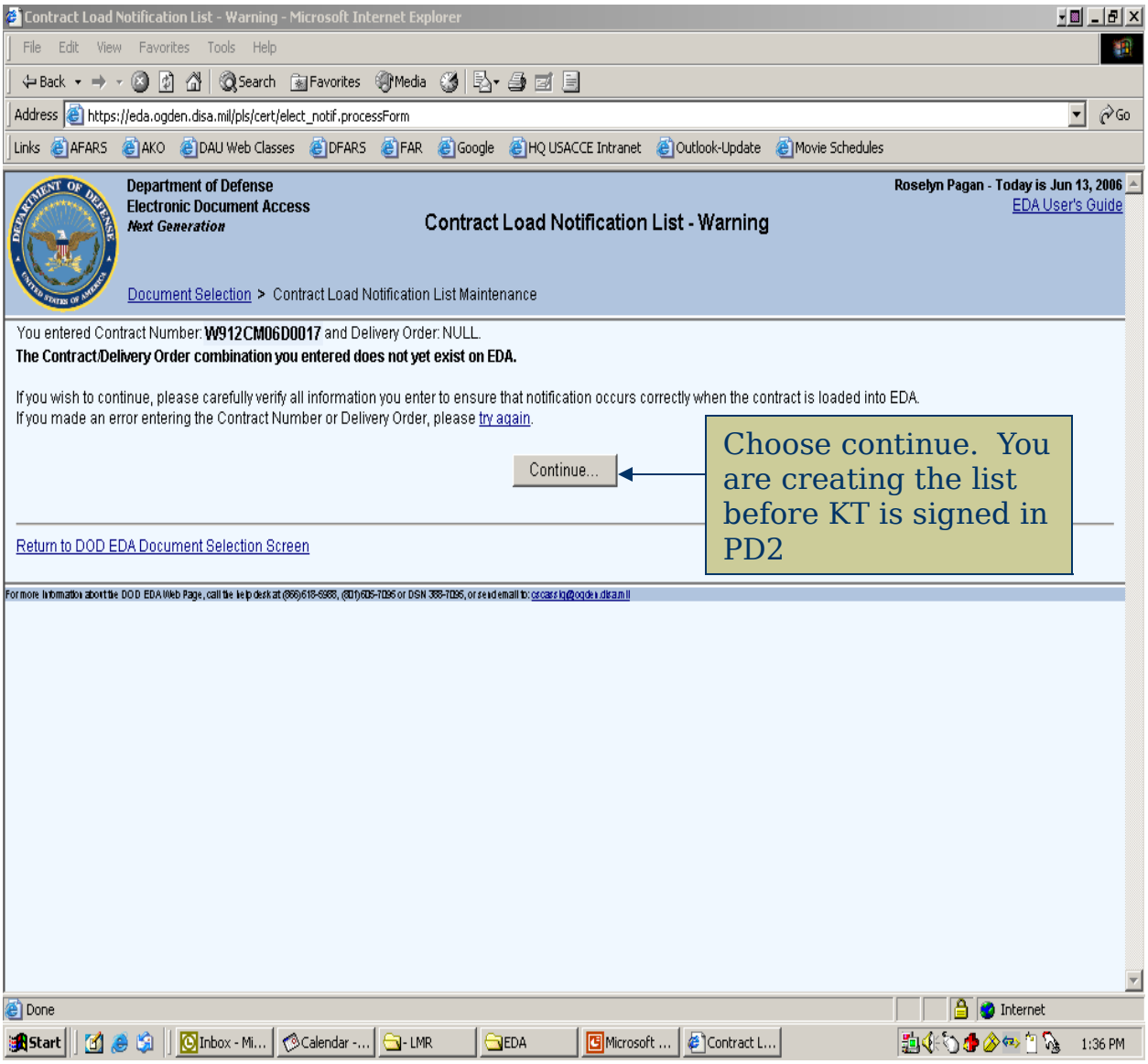
Back to TO

EDA
NOTIFICATION LIST CREATE


EDA Contract Load Notification List Maintenance - Microsoft Internet Explorer
https://eda.ogden.disa.mil/pls/cert/elect_notif.mainMenu
Department of Defense
Electronic Document Access
Next Generation
EDA Contract Load Notification List Maintenance
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
Document Selection > Contract Load Notification List Maintenance
Contract: w912cm06d0017
Delivery Order:
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
View List
Return to DOD EDA Document Selection Screen
Search Contract #
Choose View List

Back to TO

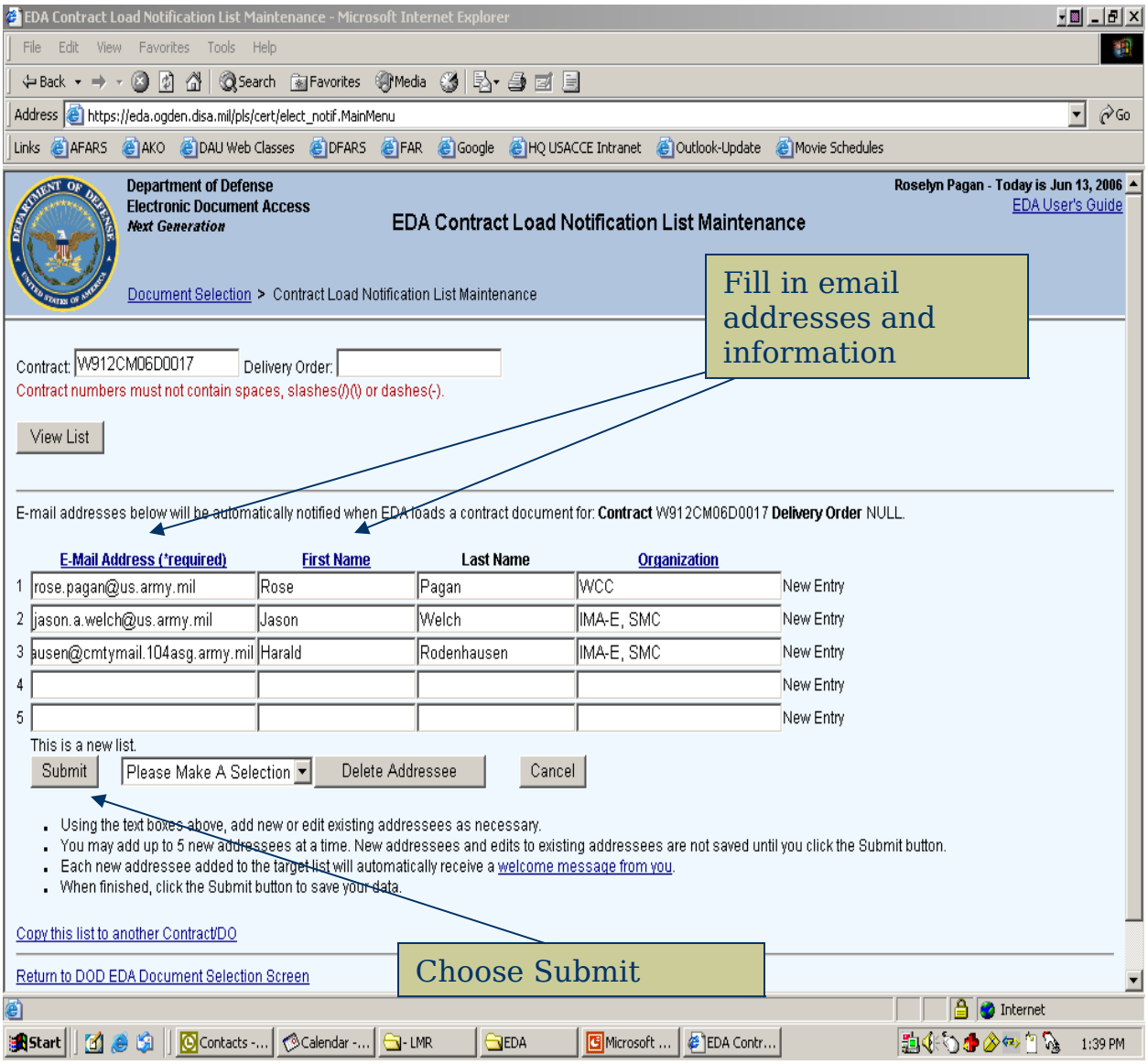
EDA
NOTIFICATION LIST CREATE


Contract Load Notification List - Warning - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://eda.ogden.disa.mil/pls/cert/elect_notif.processForm
Go
Links AFARS AKO DAU Web Classes DFARS FAR Google HQ USACCE Intranet Outlook-Update Movie Schedules
Department of Defense
Electronic Document Access
Next Generation
Contract Load Notification List - Warning
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
Document Selection > Contract Load Notification List Maintenance
You entered Contract Number: W912CM06D0017 and Delivery Order: NULL.
The Contract/Delivery Order combination you entered does not yet exist on EDA.
If you wish to continue, please carefully verify all information you enter to ensure that notification occurs correctly when the contract is loaded into EDA.
If you made an error entering the Contract Number or Delivery Order, please try again.
Continue...
Return to DOD EDA Document Selection Screen
Done
Internet
Start
Inbox - Mi...
Calendar -...
- LMR
EDA
Microsoft ...
Contract L...
1:36 PM

Choose continue. You are creating the list before KT is signed in PD2

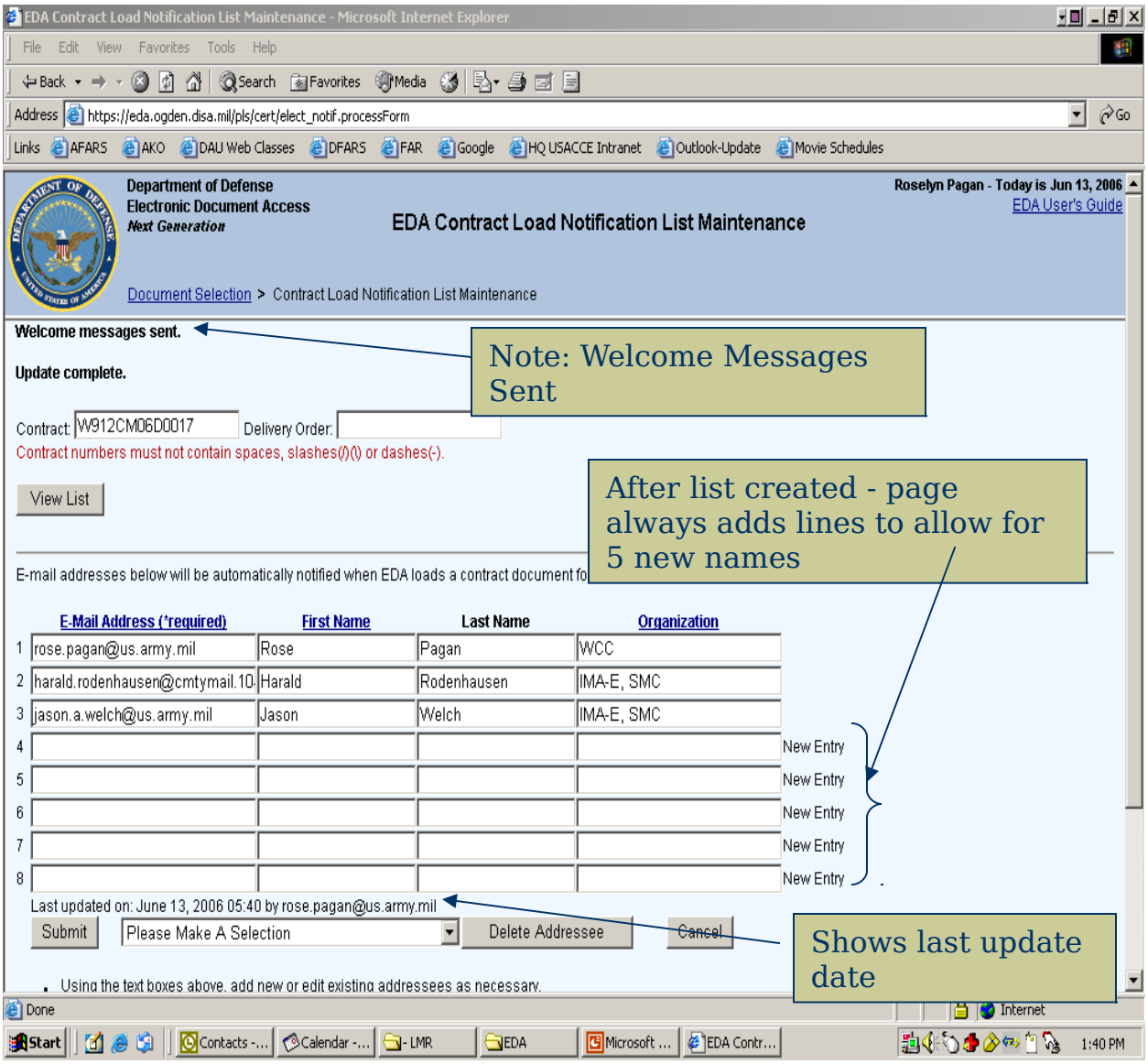
Back to TO

EDA
NOTIFICATION LIST CREATE


EDA Contract Load Notification List Maintenance - Microsoft Internet Explorer
https://eda.ogden.disa.mil/pls/cert/elect_notif.MainMenu
Department of Defense
Electronic Document Access
Next Generation
EDA Contract Load Notification List Maintenance
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
Document Selection > Contract Load Notification List Maintenance
Fill in email addresses and information
Contract: W912CM06D0017 Delivery Order:
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
View List
E-mail addresses below will be automatically notified when EDA loads a contract document for: Contract W912CM06D0017 Delivery Order NULL.
E-Mail Address (*required)
First Name
Last Name
Organization
1 rose.pagan@us.army.mil Rose Pagan WCC New Entry
2 jason.a.welch@us.army.mil Jason Welch IMA-E, SMC New Entry
3 ausen@cmtymail.104asg.army.mil Harald Rodenhausen IMA-E, SMC New Entry
4 New Entry
5 New Entry
This is a new list.
Submit
Please Make A Selection
Delete Addressee
Cancel
Using the text boxes above, add new or edit existing addressees as necessary.
You may add up to 5 new addressees at a time. New addressees and edits to existing addressees are not saved until you click the Submit button.
Each new addressee added to the target list will automatically receive a welcome message from you.
When finished, click the Submit button to save your data.
Copy this list to another Contract/DO
Return to DOD EDA Document Selection Screen
Choose Submit
Internet
Start
1:39 PM

Back to TO

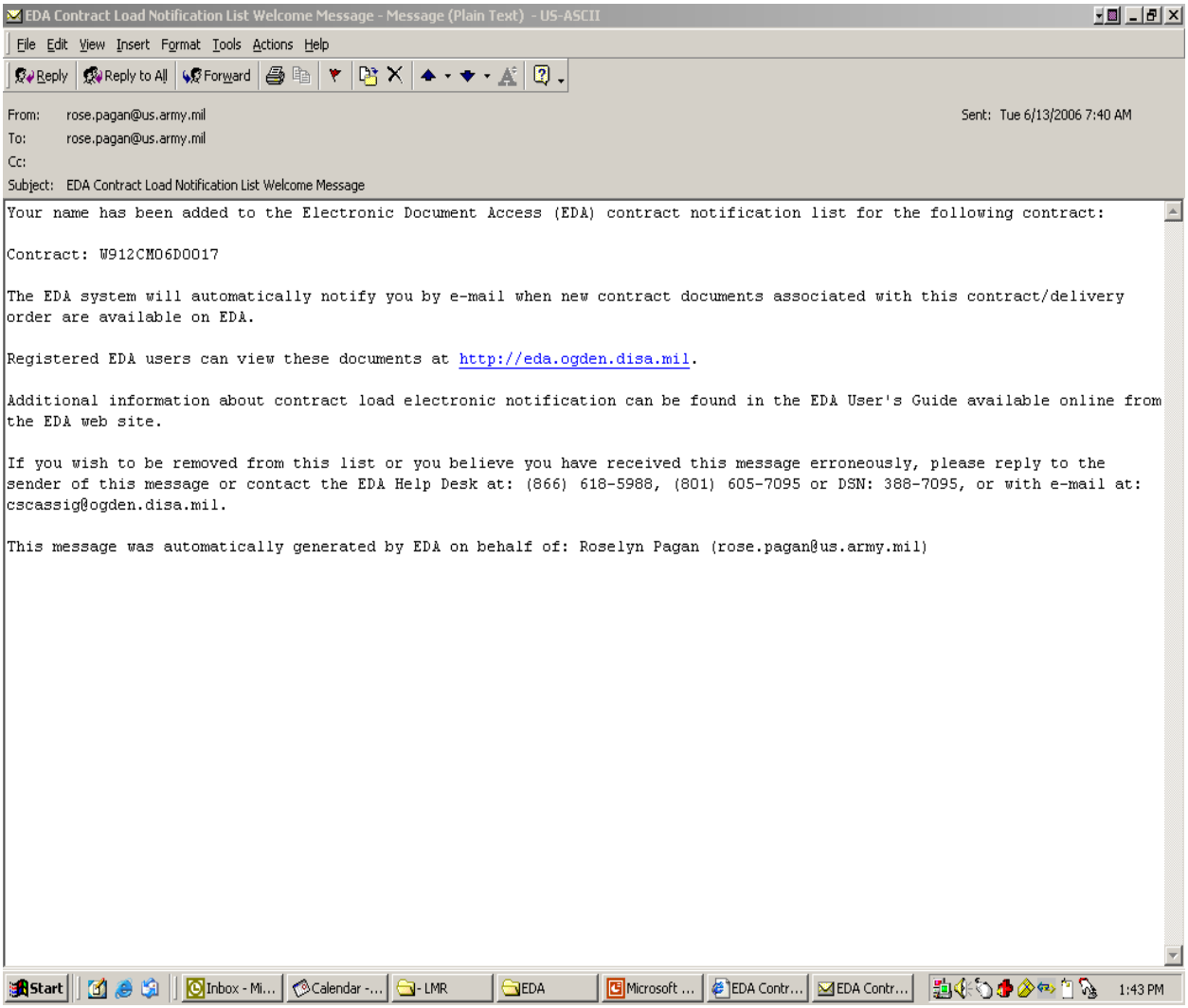
EDA
NOTIFICATION LIST CREATE


EDA Contract Load Notification List Maintenance - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
EDA Contract Load Notification List Maintenance
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
Document Selection > Contract Load Notification List Maintenance
Welcome messages sent.
Update complete.
Note: Welcome Messages Sent
Contract: W912CM06D0017
Delivery Order:
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
View List
After list created - page always adds lines to allow for 5 new names
E-mail addresses below will be automatically notified when EDA loads a contract document fo
E-Mail Address (*required)
First Name
Last Name
Organization
1 rose.pagan@us.army.mil Rose Pagan WCC
2 harald.rodenhausen@cmtymail.10. Harald Rodenhausen IMA-E, SMC
3 jason.a.welch@us.army.mil Jason Welch IMA-E, SMC
4 New Entry
5 New Entry
6 New Entry
7 New Entry
8 New Entry
Last updated on: June 13, 2006 05:40 by rose.pagan@us.army.mil
Shows last update date
Submit
Please Make A Selection
Delete Addressee
Cancel
Using the text boxes above, add new or edit existing addressees as necessary.
Done
Internet
Start
1:40 PM

Back to TO

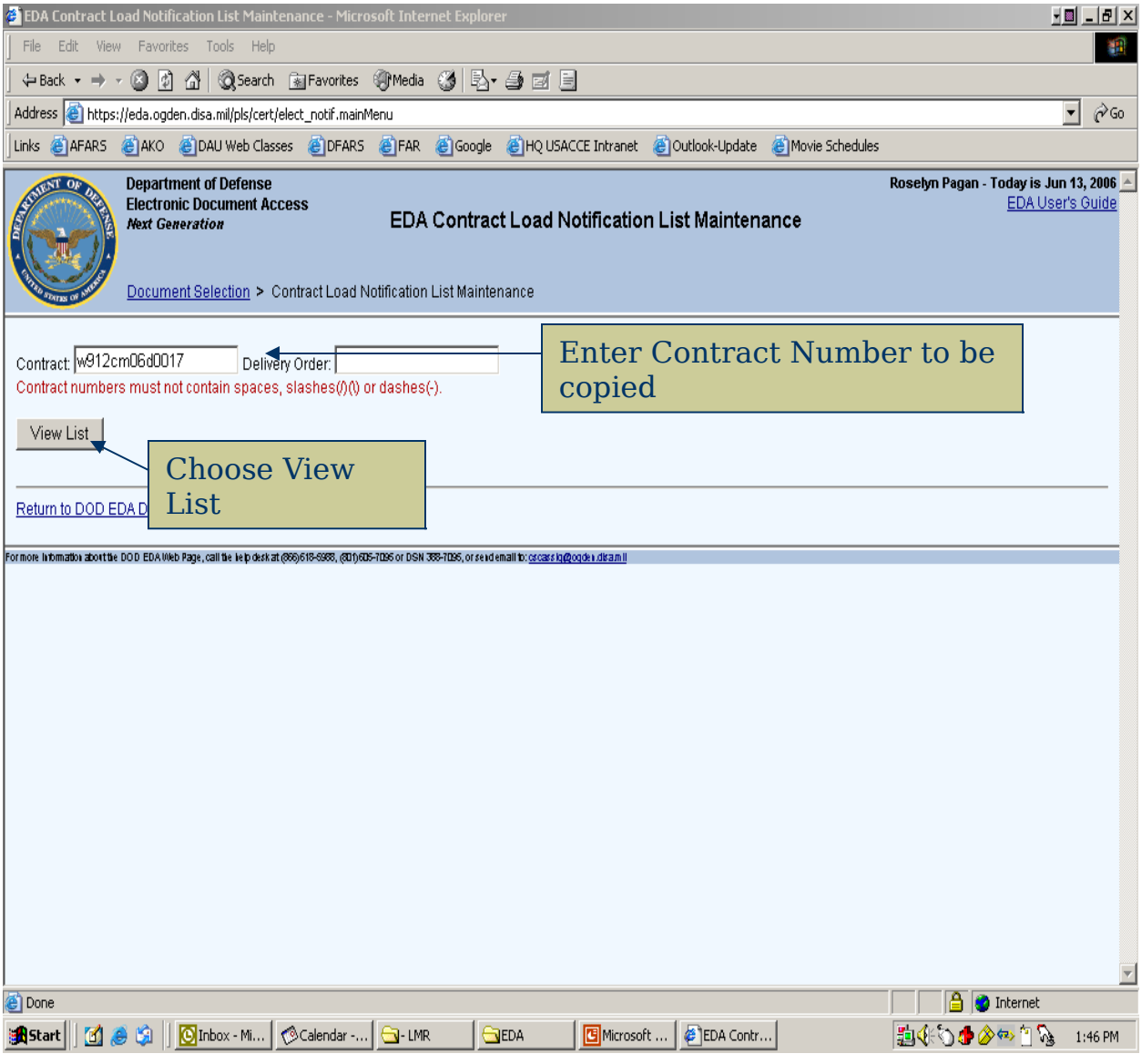
EDA
NOTIFICATION LIST CREATE

After list is created. Everyone on the list will receive a notification email for the specific contract.


EDA Contract Load Notification List Welcome Message - Message (Plain Text) - US-ASCII
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
From: rose.pagan@us.army.mil
Sent: Tue 6/13/2006 7:40 AM
To: rose.pagan@us.army.mil
Cc:
Subject: EDA Contract Load Notification List Welcome Message
Your name has been added to the Electronic Document Access (EDA) contract notification list for the following contract:
Contract: W912CM06D0017
The EDA system will automatically notify you by e-mail when new contract documents associated with this contract/delivery order are available on EDA.
Registered EDA users can view these documents at http://eda.ogden.disa.mil.
Additional information about contract load electronic notification can be found in the EDA User's Guide available online from the EDA web site.
If you wish to be removed from this list or you believe you have received this message erroneously, please reply to the sender of this message or contact the EDA Help Desk at: (866) 618-5988, (801) 605-7095 or DSN: 388-7095, or with e-mail at: cscassig@ogden.disa.mil.
This message was automatically generated by EDA on behalf of: Roselyn Pagan (rose.pagan@us.army.mil)
Start
Inbox - Mi...
Calendar -...
- LMR
EDA
Microsoft ...
EDA Contr...
EDA Contr...
1:43 PM

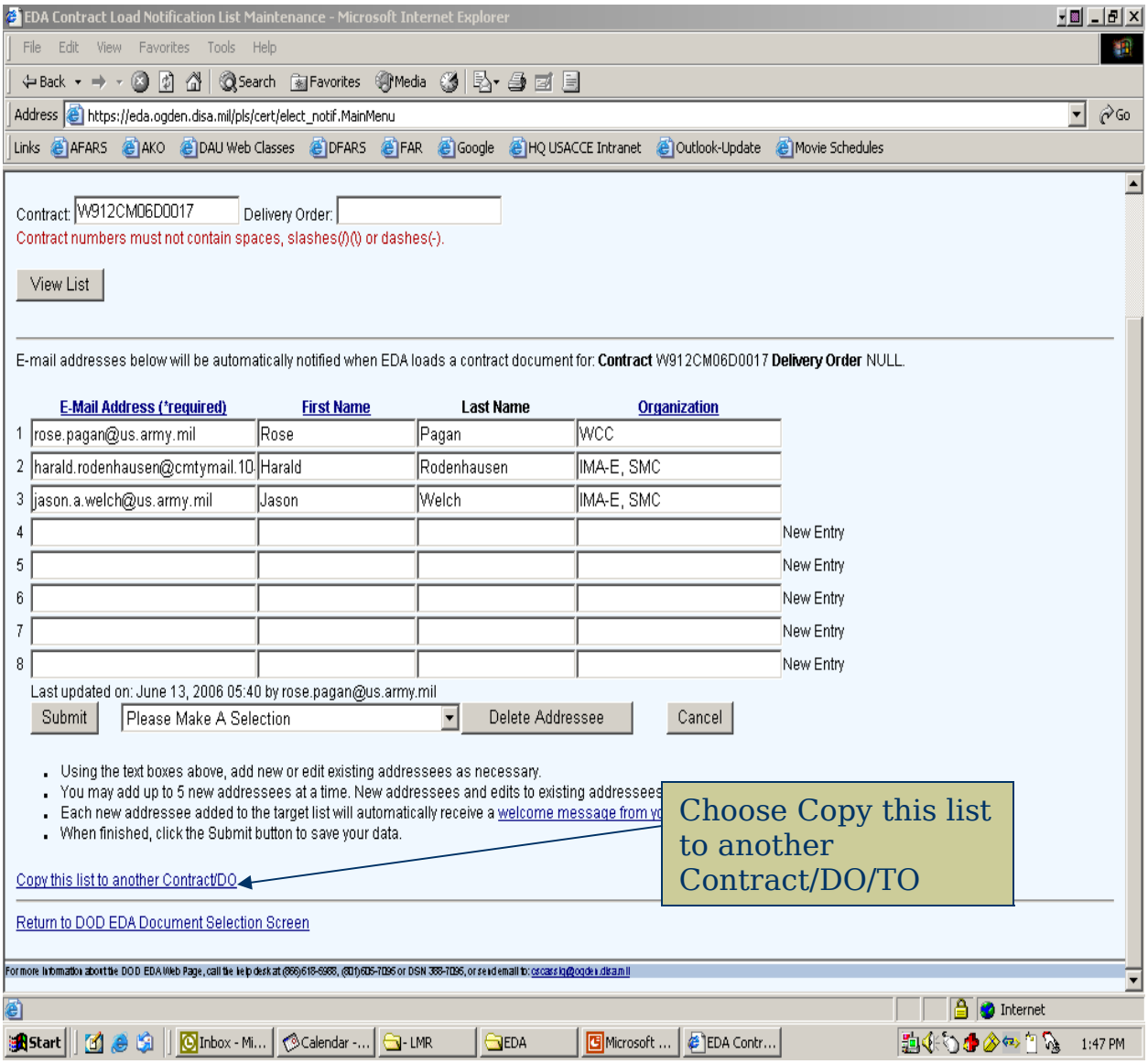
Back to TO

EDA
NOTIFICATION LIST COPY



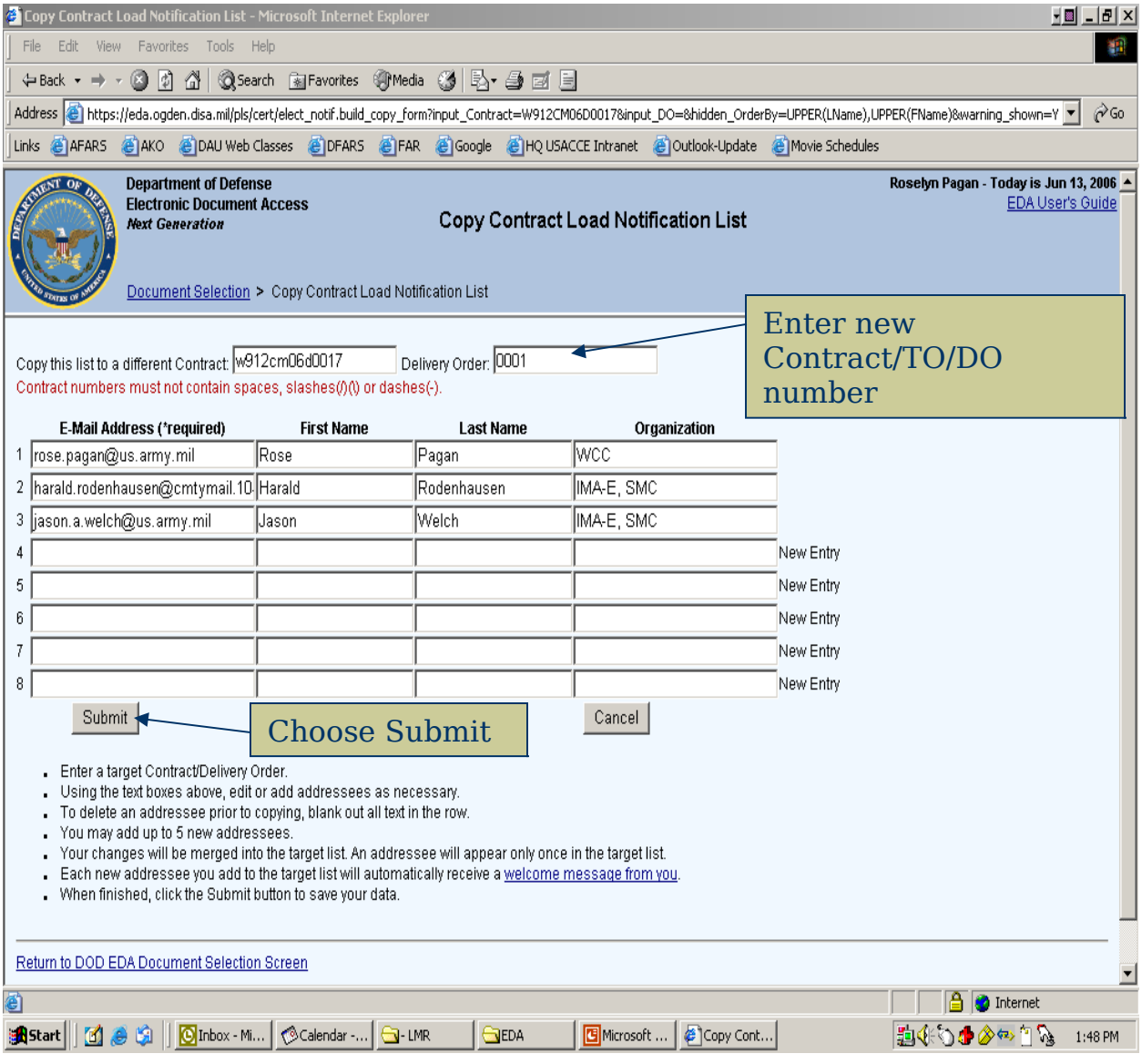
Back to TO

EDA
NOTIFICATION LIST COPY


EDA Contract Load Notification List Maintenance - Microsoft Internet Explorer
https://eda.ogden.disa.mil/pls/cert/elect_notif.MainMenu
Contract: W912CM06D0017
Delivery Order:
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
View List
E-mail addresses below will be automatically notified when EDA loads a contract document for: Contract W912CM06D0017 Delivery Order NULL.
E-Mail Address (*required)
First Name
Last Name
Organization
1 rose.pagan@us.army.mil Rose Pagan WCC
2 harald.rodenhausen@cmtymail.10 Harald Rodenhausen IMA-E, SMC
3 jason.a.welch@us.army.mil Jason Welch IMA-E, SMC
4 New Entry
5 New Entry
6 New Entry
7 New Entry
8 New Entry
Last updated on: June 13, 2006 05:40 by rose.pagan@us.army.mil
Submit
Please Make A Selection
Delete Addressee
Cancel
Using the text boxes above, add new or edit existing addressees as necessary.
You may add up to 5 new addressees at a time. New addressees and edits to existing addressees
Each new addressee added to the target list will automatically receive a welcome message from yo
When finished, click the Submit button to save your data.
Copy this list to another Contract/DO
Return to DOD EDA Document Selection Screen
Choose Copy this list to another Contract/DO/TO

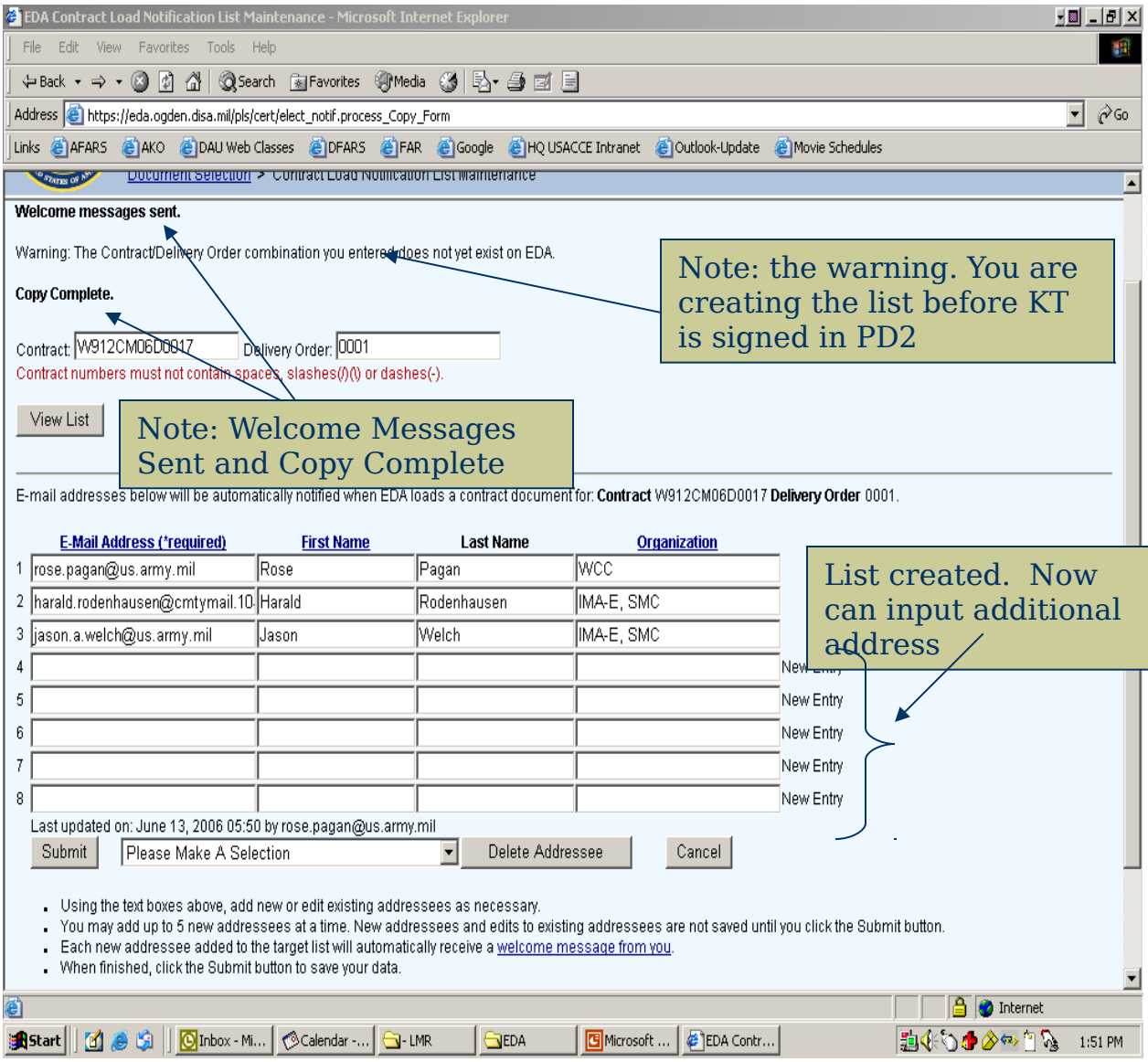
Back to TO

EDA
NOTIFICATION LIST COPY


Copy Contract Load Notification List - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Copy Contract Load Notification List
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
Document Selection > Copy Contract Load Notification List
Enter new Contract/TO/DO number
Copy this list to a different Contract: w912cm06d0017 Delivery Order: 0001
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
E-Mail Address (*required)
First Name
Last Name
Organization
1 rose.pagan@us.army.mil Rose Pagan WCC
2 harald.rodenhausen@cmtymail.10 Harald Rodenhausen IMA-E, SMC
3 jason.a.welch@us.army.mil Jason Welch IMA-E, SMC
4 New Entry
5 New Entry
6 New Entry
7 New Entry
8 New Entry
Submit
Choose Submit
Cancel
Enter a target Contract/Delivery Order.
Using the text boxes above, edit or add addressees as necessary.
To delete an addressee prior to copying, blank out all text in the row.
You may add up to 5 new addressees.
Your changes will be merged into the target list. An addressee will appear only once in the target list.
Each new addressee you add to the target list will automatically receive a welcome message from you.
When finished, click the Submit button to save your data.
Return to DOD EDA Document Selection Screen

Back to TO

EDA
NOTIFICATION LIST COPY


EDA Contract Load Notification List Maintenance - Microsoft Internet Explorer
Welcome messages sent.
Warning: The Contract/Delivery Order combination you entered does not yet exist on EDA.
Copy Complete.
Contract: W912CM06D0017 Delivery Order: 0001
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
View List
Note: the warning. You are creating the list before KT is signed in PD2
Note: Welcome Messages Sent and Copy Complete
E-mail addresses below will be automatically notified when EDA loads a contract document for: Contract W912CM06D0017 Delivery Order 0001.
E-Mail Address (*required)
First Name
Last Name
Organization
1 rose.pagan@us.army.mil Rose Pagan WCC
2 harald.rodenhausen@cmtymail.10 Harald Rodenhausen IMA-E, SMC
3 jason.a.welch@us.army.mil Jason Welch IMA-E, SMC
4 5 6 7 8
New Entry
List created. Now can input additional address
Last updated on: June 13, 2006 05:50 by rose.pagan@us.army.mil
Submit
Please Make A Selection
Delete Addressee
Cancel
Using the text boxes above, add new or edit existing addressees as necessary.
You may add up to 5 new addressees at a time. New addressees and edits to existing addressees are not saved until you click the Submit button.
Each new addressee added to the target list will automatically receive a welcome message from you.
When finished, click the Submit button to save your data.

Back to TO

EDA
ADD ATTACHMENTS

EDA provides the capability to add attachments to any given contract document including modifications and task orders.

Attachments include such items as: KTR signed page 1, PWS, Site Plans, ELIN Schedules, etc.

Any document that has attachments will be indicated by a View (#) in the ATTACH column. Any document that does not have attachments will contain a **Blank** in the ATTACH column. *(If the user has upload authority, they will see an **ADD** link in the ATTACH column).*

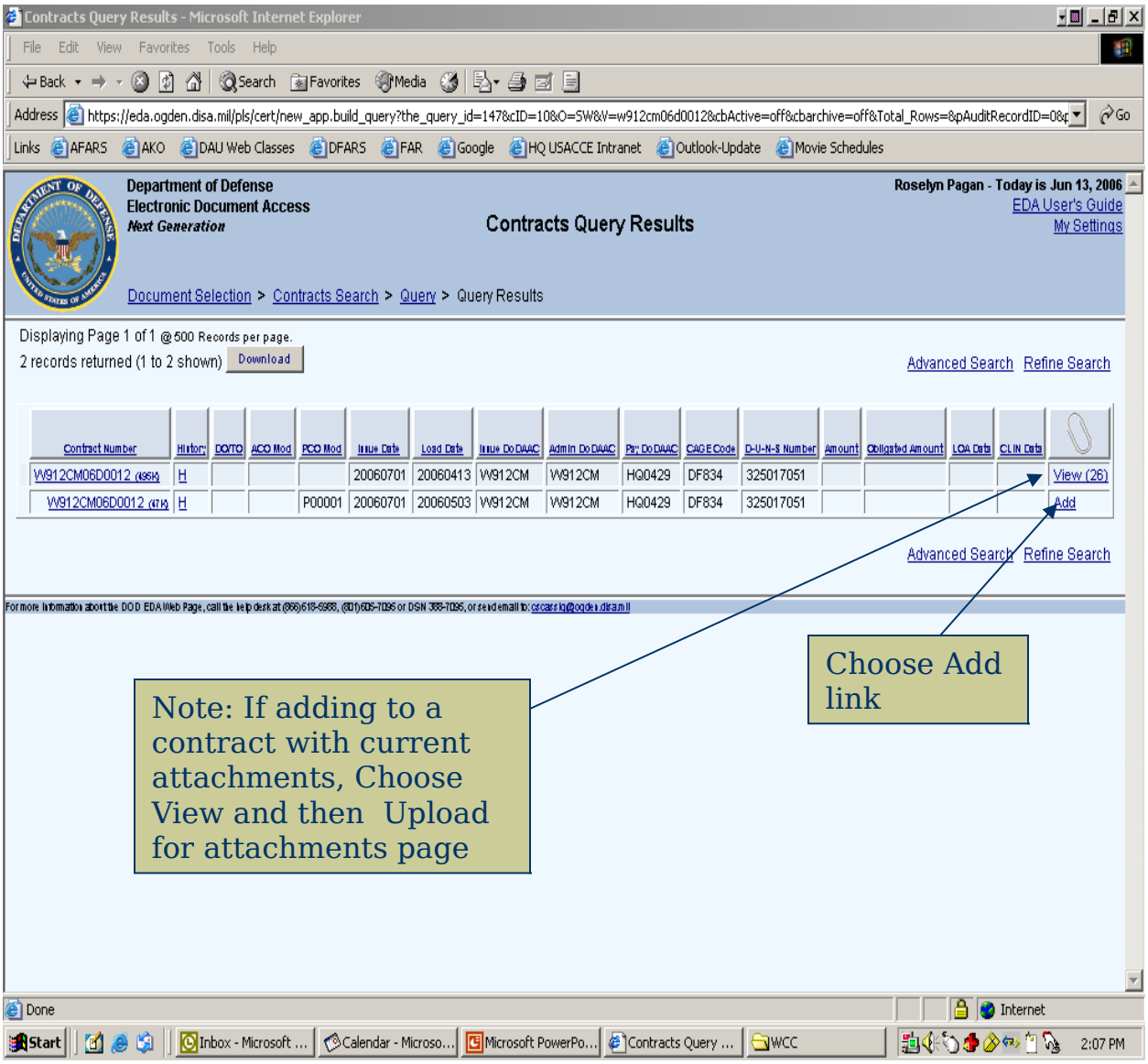
Back to TO

EDA
ADD ATTACHMENTS

Search for Contract as Normal until you reach the Folder Page for the Contract you desire

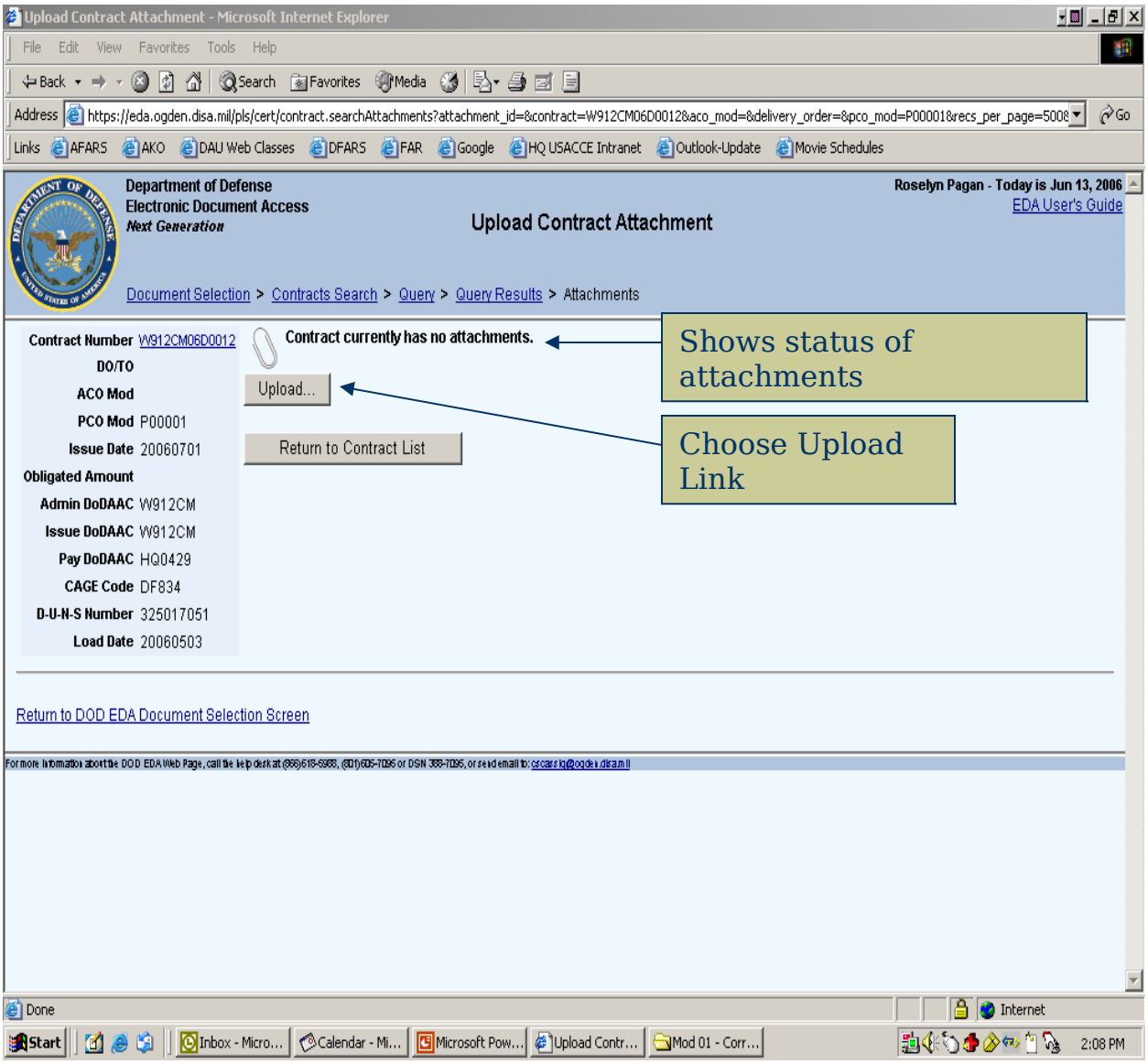
Back to TO

EDA
ADD ATTACHMENTS



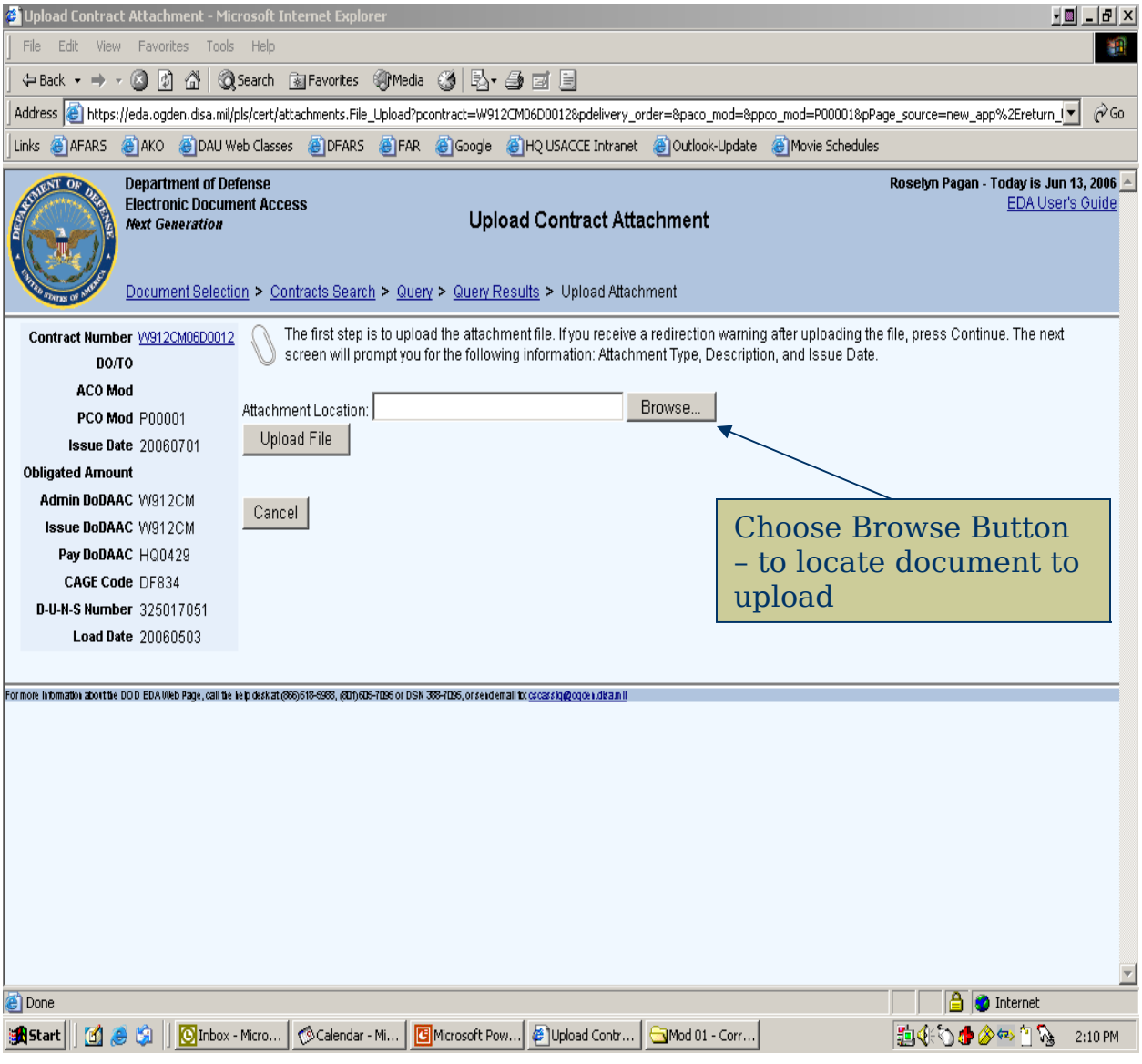
Back to TO

EDA
ADD ATTACHMENTS



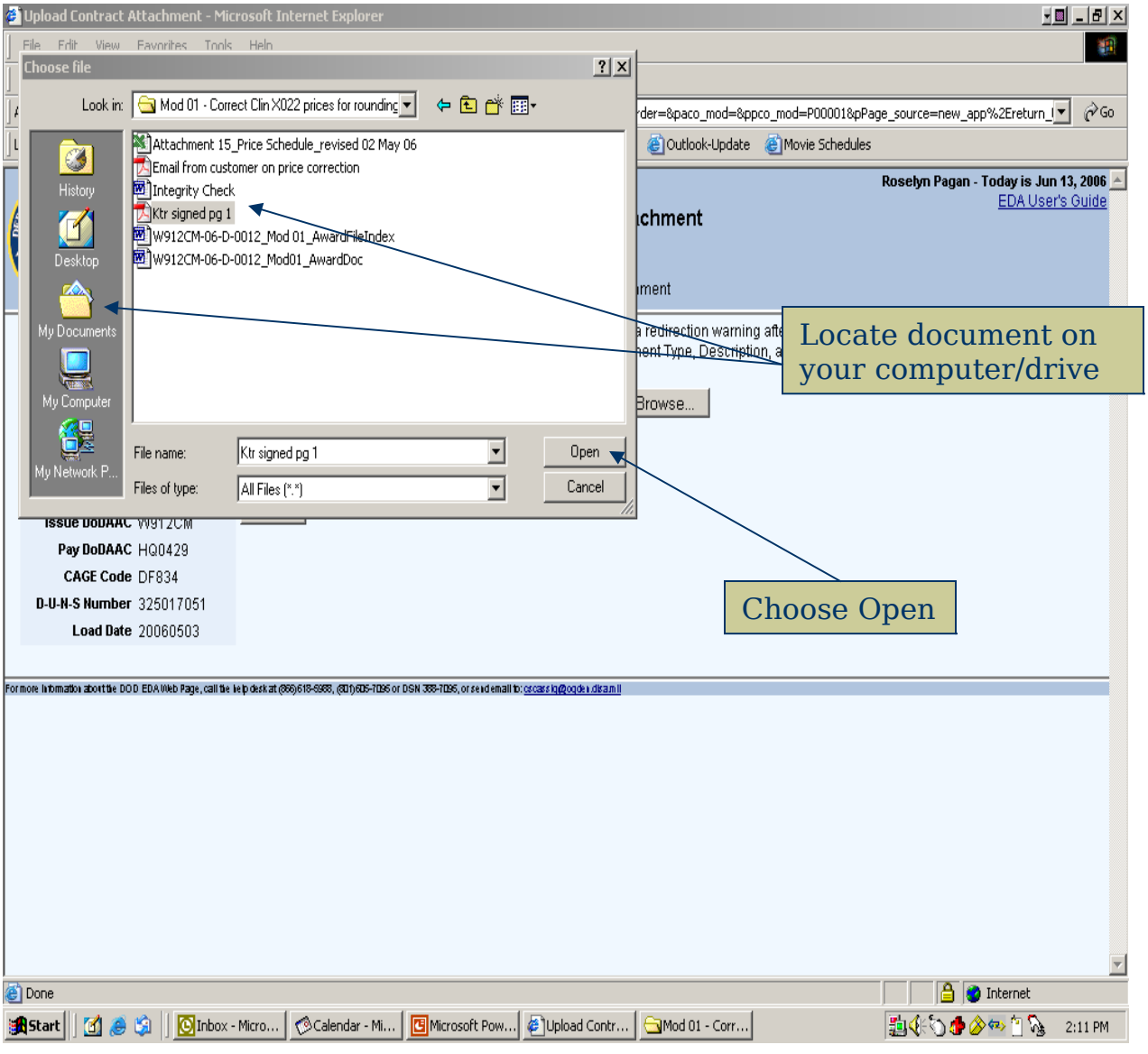
Back to TO

EDA
ADD ATTACHMENTS


Upload Contract Attachment - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Upload Contract Attachment
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
Document Selection > Contracts Search > Query > Query Results > Upload Attachment
Contract Number W912CM06D0012
DO/TO
ACO Mod
PCO Mod P00001
Issue Date 20060701
Obligated Amount
Admin DoDAAC W912CM
Issue DoDAAC W912CM
Pay DoDAAC HQ0429
CAGE Code DF834
D-U-N-S Number 325017051
Load Date 20060503
The first step is to upload the attachment file. If you receive a redirection warning after uploading the file, press Continue. The next screen will prompt you for the following information: Attachment Type, Description, and Issue Date.
Attachment Location:
Browse...
Upload File
Cancel
Choose Browse Button – to locate document to upload

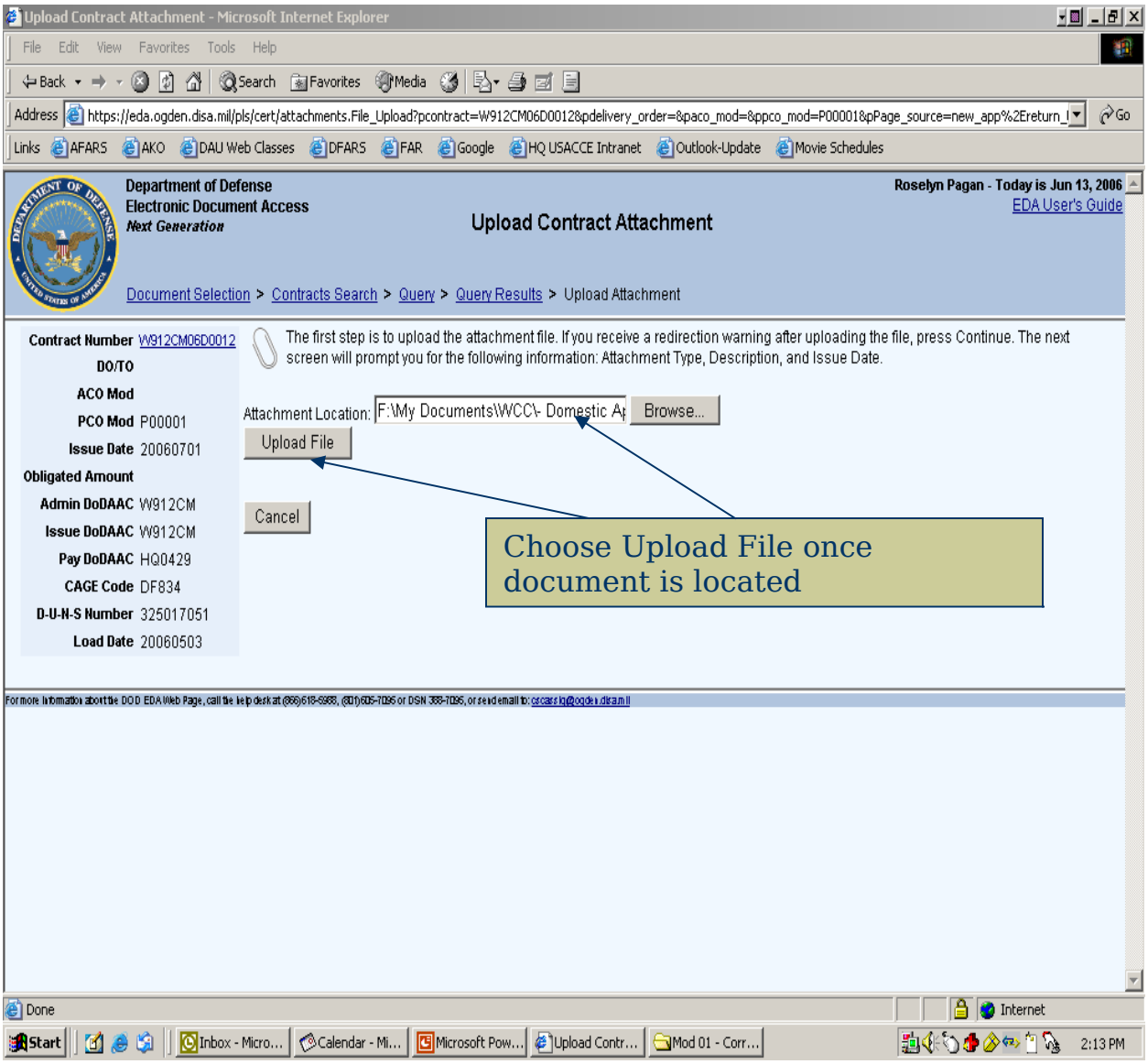
Back to TO

EDA
ADD ATTACHMENTS



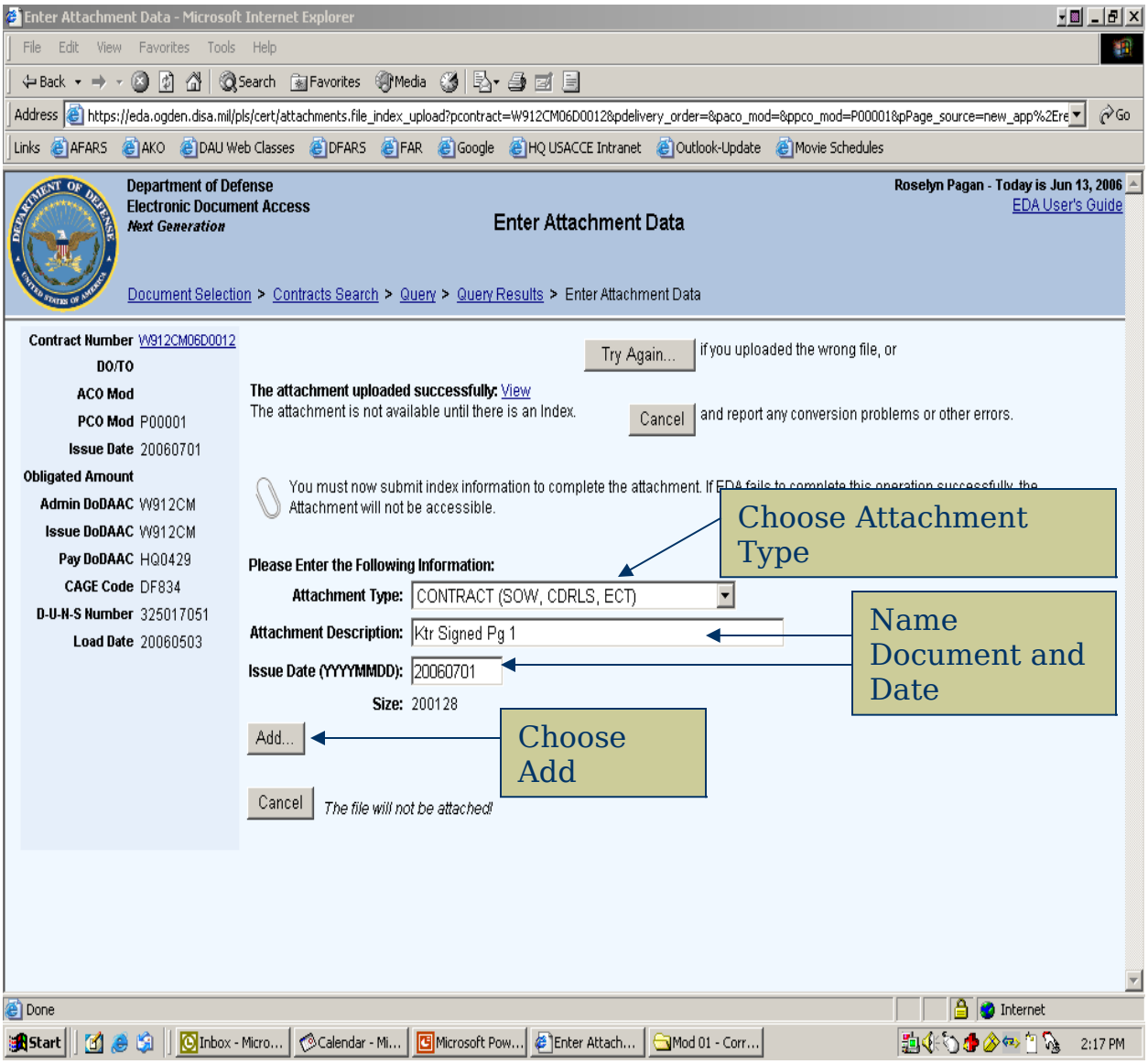
Back to TO

EDA
ADD ATTACHMENTS


Upload Contract Attachment - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Upload Contract Attachment
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
Document Selection > Contracts Search > Query > Query Results > Upload Attachment
Contract Number W912CM06D0012
DO/TO
ACO Mod
PCO Mod P00001
Issue Date 20060701
Obligated Amount
Admin DoDAAC W912CM
Issue DoDAAC W912CM
Pay DoDAAC HQ0429
CAGE Code DF834
D-U-N-S Number 325017051
Load Date 20060503
The first step is to upload the attachment file. If you receive a redirection warning after uploading the file, press Continue. The next screen will prompt you for the following information: Attachment Type, Description, and Issue Date.
Attachment Location:
Browse...
Upload File
Cancel
Choose Upload File once document is located

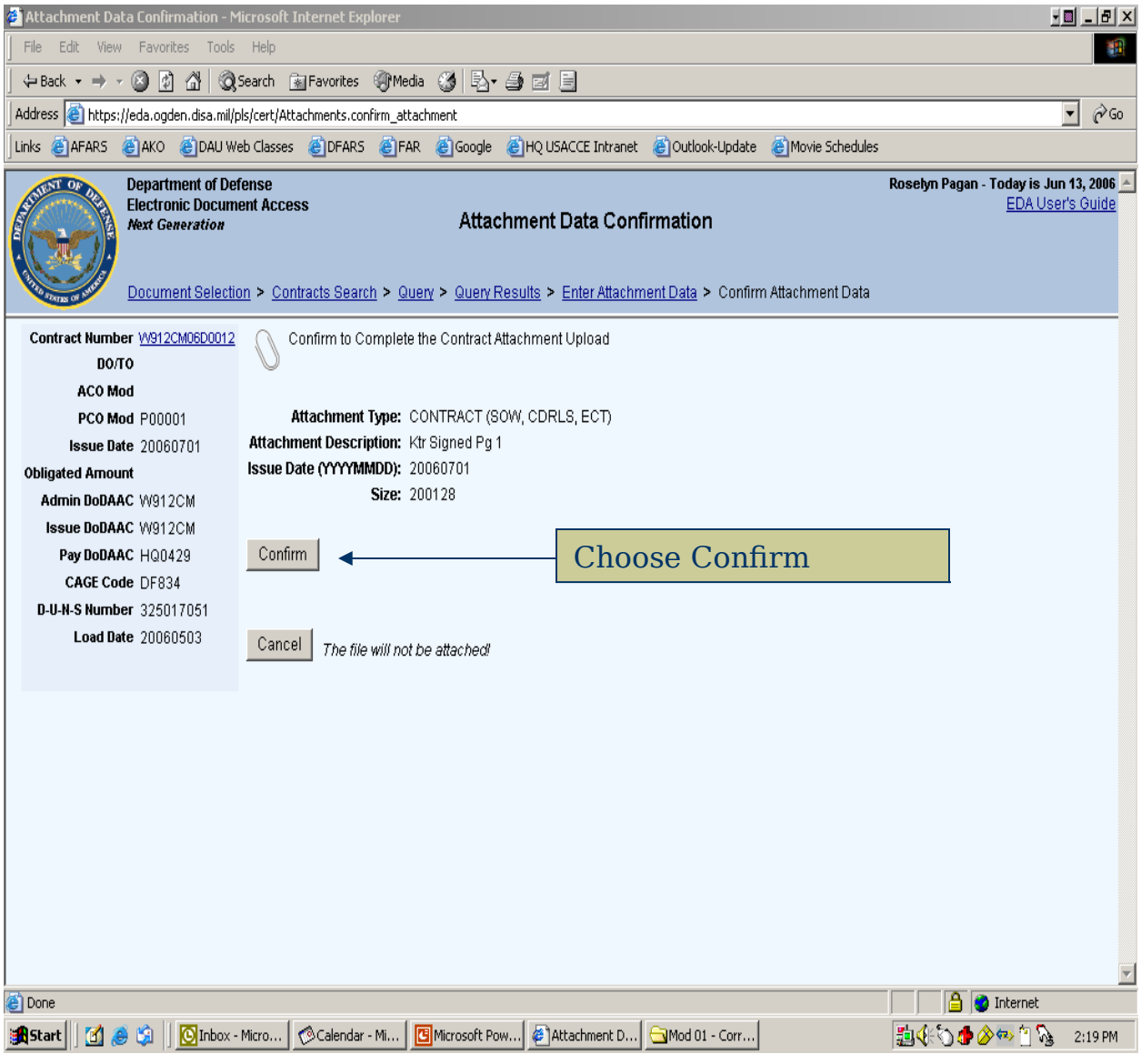
Back to TO

EDA
ADD ATTACHMENTS


Enter Attachment Data - Microsoft Internet Explorer
Department of Defense
Electronic Document Access
Next Generation
Enter Attachment Data
Roselyn Pagan - Today is Jun 13, 2006
EDA User's Guide
Document Selection > Contracts Search > Query > Query Results > Enter Attachment Data
Contract Number W912CM06D0012
DO/TO
ACO Mod
PCO Mod P00001
Issue Date 20060701
Obligated Amount
Admin DoDAAC W912CM
Issue DoDAAC W912CM
Pay DoDAAC HQ0429
CAGE Code DF834
D-U-N-S Number 325017051
Load Date 20060503
Try Again...
if you uploaded the wrong file, or
The attachment uploaded successfully: View
The attachment is not available until there is an Index.
Cancel
and report any conversion problems or other errors.
You must now submit index information to complete the attachment.
Attachment will not be accessible.
Please Enter the Following Information:
Attachment Type: CONTRACT (SOW, CDRLS, ECT)
Attachment Description: Ktr Signed Pg 1
Issue Date (YYYYMMDD): 20060701
Size: 200128
Add...
Cancel
The file will not be attached!
Choose Attachment Type
Name Document and Date
Choose Add

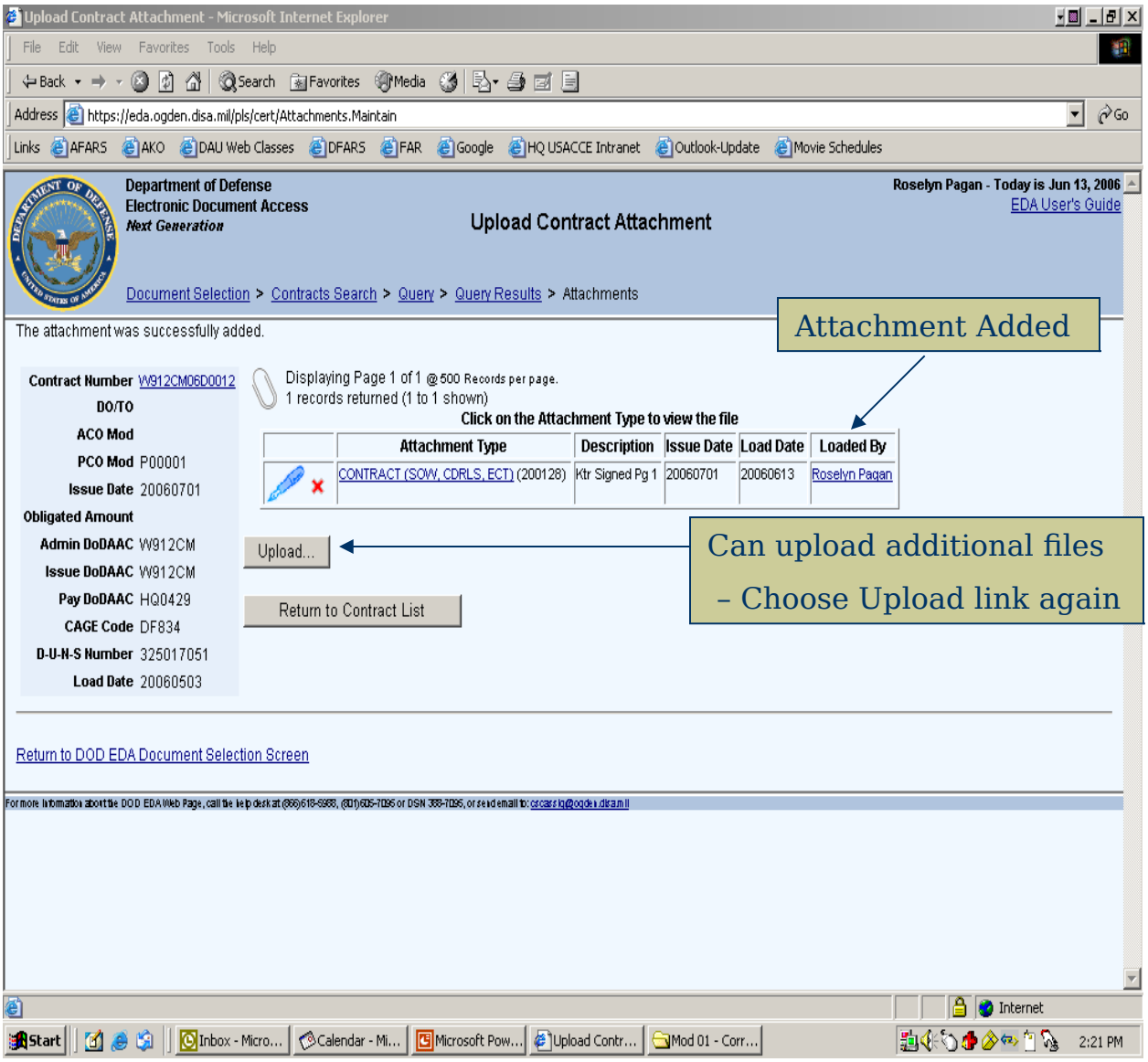
Back to TO

EDA
ADD ATTACHMENTS



Back to TO

EDA
ADD ATTACHMENTS



Back to TO

EDA
VOUCHERS

EDA provides access to DFAS voucher documents.

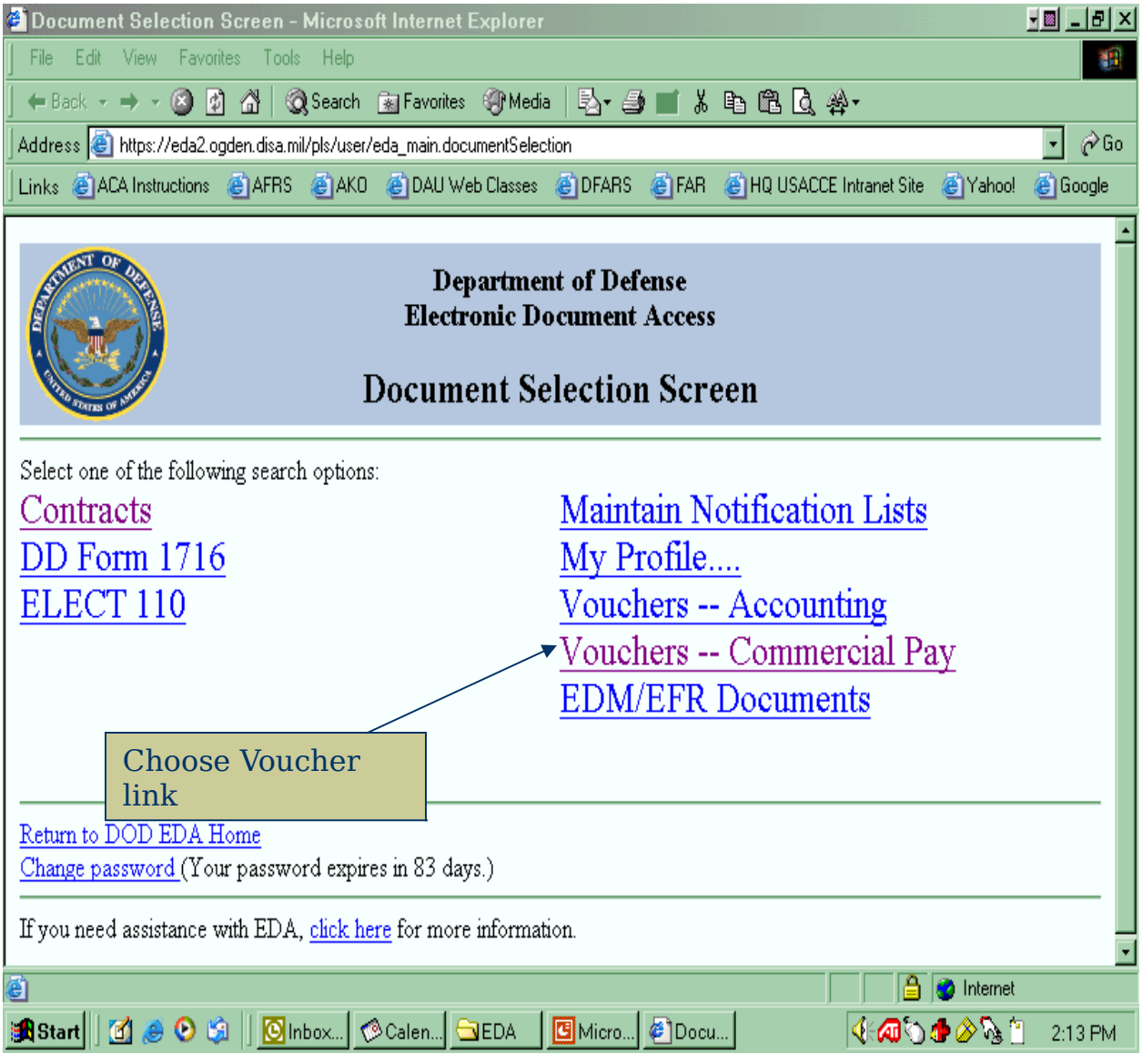
EDA redirects the "Voucher" links to DFAS Voucher Processing System (VPS). VPS offers the user various query capabilities, similar to those available within EDA.

Notes:

1. Search will provide each voucher individually
2. Can save into your computer/drive
3. Use back button - do not close individual voucher – it will close complete database
4. To search for Task Orders – Input contract **and** task order number on contract line. If no results occur, try inputting number in individual lines (contract and task order). Input is not consistent throughout database

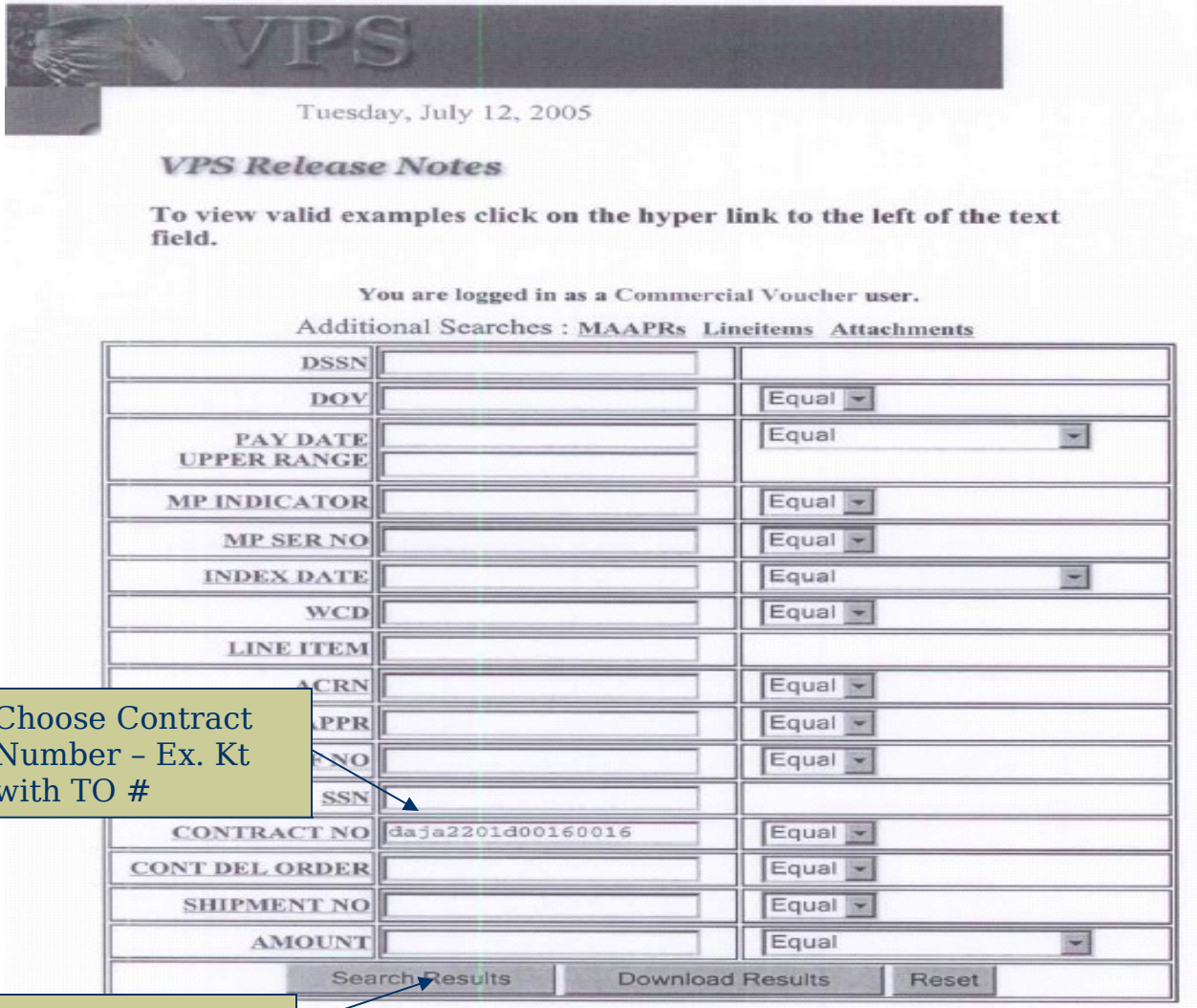
Back to TO

EDA
VOUCHERS



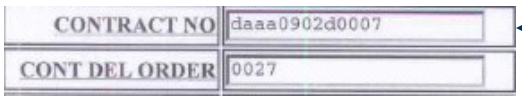
Back to TO

EDA
VOUCHERS



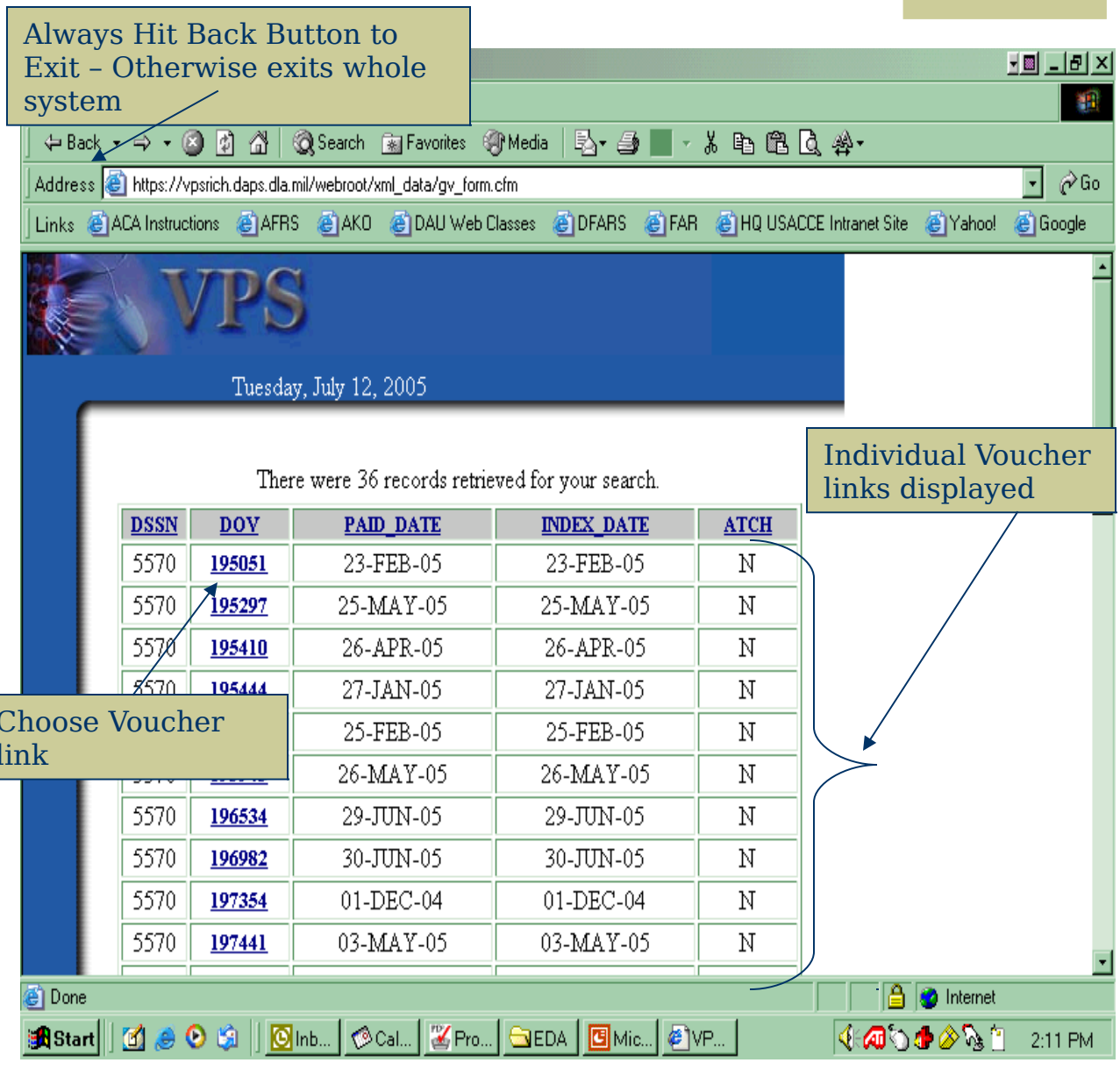
Choose Contract Number – Ex. Kt with TO #

Choose Search Results



Alternate Contract Number – Ex. Kt and TO # separate. Some old contracts require the separation .

EDA
VOUCHERS

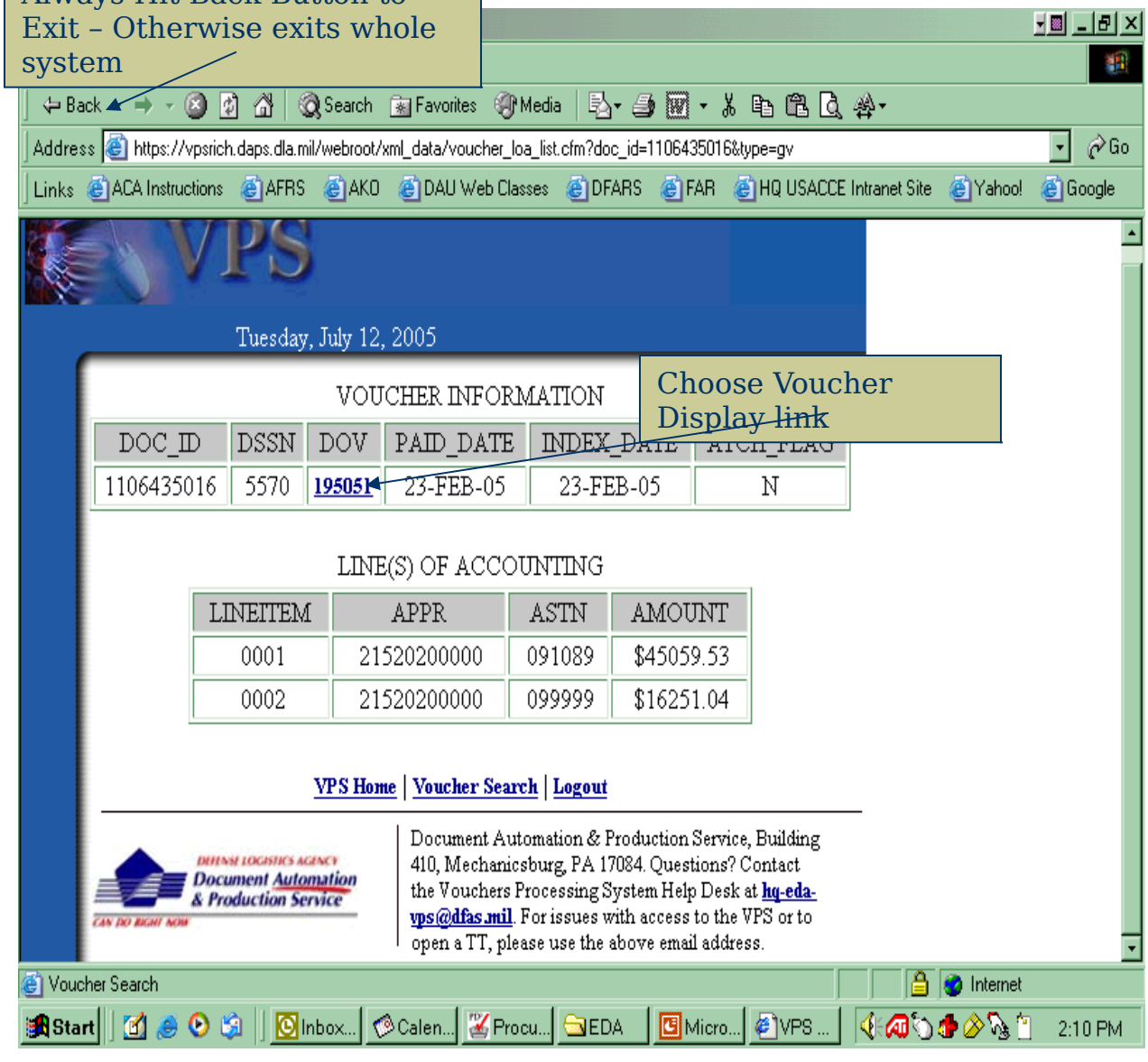


DSSN	DOV	PAID_DATE	INDEX_DATE	ATCH
5570	195051	23-FEB-05	23-FEB-05	N
5570	195297	25-MAY-05	25-MAY-05	N
5570	195410	26-APR-05	26-APR-05	N
5570	195444	27-JAN-05	27-JAN-05	N
		25-FEB-05	25-FEB-05	N
		26-MAY-05	26-MAY-05	N
5570	196534	29-JUN-05	29-JUN-05	N
5570	196982	30-JUN-05	30-JUN-05	N
5570	197354	01-DEC-04	01-DEC-04	N
5570	197441	03-MAY-05	03-MAY-05	N

Back to TO

EDA
VOUCHERS

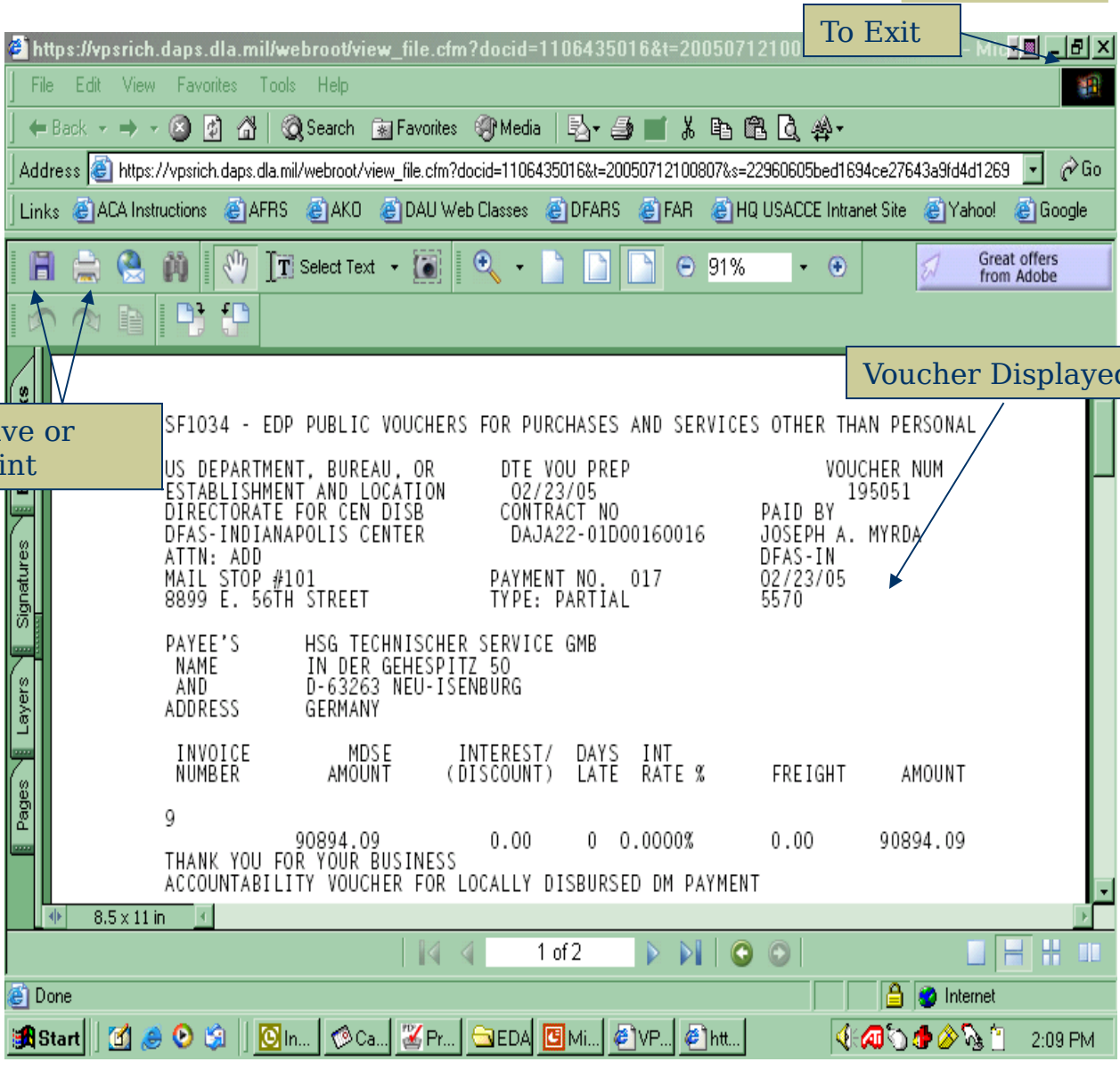
Always Hit Back Button to Exit – Otherwise exits whole system



Choose Voucher Display ~~link~~

Back to TO

EDA
VOUCHERS



Back to TO

EDA
DFAS CDR

DFAS will have a Contract Deficiency Report link in the future. It is currently not available.

Back to TOC

EDA
DFAS CDR

Contract Deficiency Reports (CDRs) are used to report and resolve identified contract deficiencies.

Contract deficiencies range from conflicting quality requirements to missing long lines of accounting.

Deficiency impacts…

Deficiencies may cause delays in production, shipment and delivery.

Deficiencies may also result in payment delays, erroneous payments and contract close-out problems.

DD1716s and CDRs are both Contract Deficiency reporting mechanisms.

DD1716 is a deficiency report in PDF form
CDRs is a deficiency report captured in data form

In General, Data format offers…

Annotation *(through entire CDR life cycle)*
Improved assignment
Enables tracking *(improved query and reporting)*
Captures audit information
…Many other benefits

EDA
DFAS CDR

SAMPLE CDR

*Required Fields

Status: ASSIGNED	Days Aged: 0	**Status**
Approval Date: 29-MAR-06	Last Update: 29-MAR-06	
Next Action By: ExecMike Flaherty	Updated By: POCBOreo Flaherty	
*Contract No: CJF0001000101		**Contract**
Delivery Order/TO:		
ACO Mod:	PCO Mod:	
*Admin DoDAAC: FA4407		**Assignee**
*ACO: ExecMike Flaherty		ACO Assigned
*Issue DoDAAC: FA4407		
*PCO: *No PCO Listed*		
*Pay DoDAAC: SP0400		**Payment Office**
CAGE Code: 12345		**Contractor**
D-U-N-S number:		
No Contractor Listed		
Control Number: G672		**Contract Deficiency**
Initiator: AdminCarol Flaherty		

*Reviewing Official: POCBOreo Flaherty

*Deficiencies:

Description
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE AAA1, Cannot input modification without a hard copy of the contract. Modification dated (05/05/2006), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-().
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE AAA2, Missing pages. Page(s) (Appendix 4), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().

Back to TOC

EDA
DFAS CDR

The ACTORS within the CDR process are as follows:

Initiator – The person who creates the CDR based on errors found within a contract. Typically this has been a DFAS contracting specialist, a DCMA quality assurance specialist or any financial personnel.

Reviewing Official – The person responsible for approving CDRs that are created. The reviewing official is in charge of validating the accuracy of the CDR. Typically this is a supervisor to the initiator.

Assignee – The person responsible for resolving the deficiencies within a CDR. Typically this is an Admin Contracting Officer (ACO) or Procurement Contracting Officer (PCO) related to the contract based on the contract's Admin DoDAAC and Issue DoDAAC.

Back to TOC

EDA
DFAS CDR

Notification to Assignee

A Contract Deficiency Report (CDR) has been assigned to you for resolution. You must take action on this CDR. You may view and resolve this CDR within EDA by clicking on one of the links below:

Username/Password access: https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/cdr.display?pControl=G672
Certificate/CAC access: https://ushrsebs003.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G672

Once in EDA you may:
* Accept the CDR to indicate you are working to resolve it or
* Resolve the CDR.

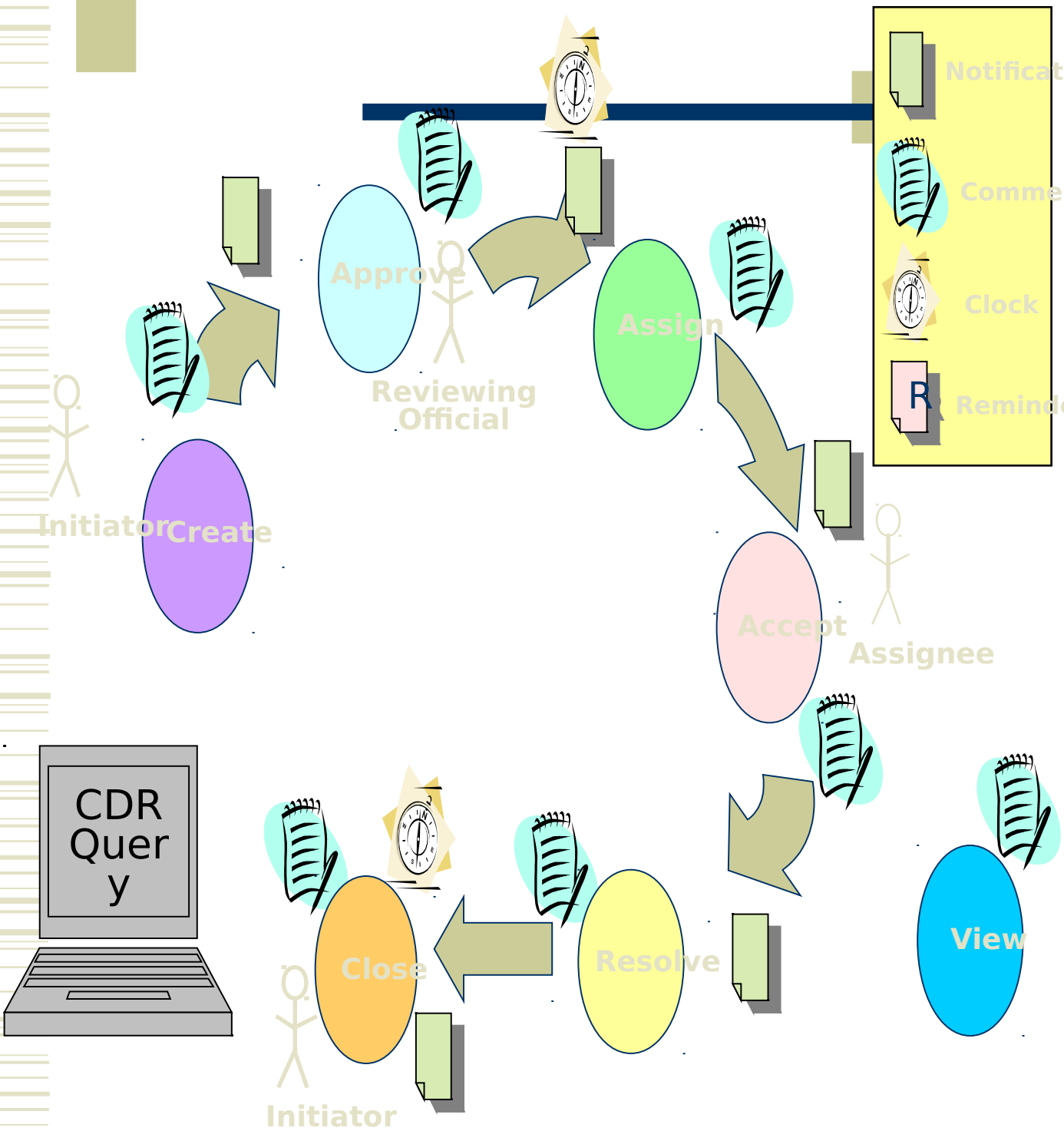
If you have received this message erroneously, please contact (866) 7095 or DSN: 388-7095, or by email at: cscassig@ogden.disa.mil.

Direct links to CDR *Requiring Action*

Valid **Next Actions** ***Accept or Resolve***

Accept CDR...

CDR Workflow



EDM

EDM/EFR document access provides the EDA user with access to possibly several different contract and/or vendor pay supporting documentation databases. These databases include logs, invoices, receiving reports, and contracts not available on NAFI or EDA.

Electronic File Room (EFR) system was established by DFAS to provide electronic foldering, distribution, cataloging, and maintenance of the large amounts and diverse types of contract and vendor payment related documentation to the DoD community.

EFR is the database that allows DoD users view only access to DFAS EDM Documents to include all the vendor and contract pay related documents that DFAS uses in their payment process.

Note:

This database is dependent on what DFAS scans in for contract actions.

Back to TO

EDM

Vendor Pay Services:

- Administered by Contracting Office

The Vendor Pay Product Line operates from 22 DFAS sites, two of them oversees (one in Germany, one in Japan). Vendor Pay includes entitlement determination and payments for contracts **not administered by DCMA**, plus miscellaneous non-contractual payments to businesses (e.g. utilities).

Contract Pay Services:

- Administered by Other Office, I.e. DCMA

The Contract Pay Product Line operates out of DFAS Columbus. Contract Pay functions include paying contractors through formal, long-term contract instruments, requiring contract administration, that provide products and services to the DoD components, (the military services and defense agencies). **The contracts are typically administered by the Defense Contract Management Agency (DCMA**) and tend to be complex, multi-year purchases with high dollar values such as the purchase of major weapon systems.

Back to TO

EDM REGISTRATION

EDM should be registered at time of EDA registration.

If EDM was not registered at time of EDA registration, you must send an email to your EB POC requesting access to EDM including the sites you are requesting access to.

Army Pay Sites Available in EDM:

Army Vendor Pay			
Site	**DoDAAC**		**Service/Type**
DFAS-Europe	HQ0349	Vendor Pay Indianapolis	GTS (SATO) Bills - Army/DTRS
DFAS-Indianapolis	HQ0105	Vendor Pay Indianapolis	Army/DoD/CAPS
DFAS-Indianapolis	HQ0431	Vendor Pay Indianapolis	Europe/CAPS CLIPPER
DFAS-Indianapolis	HQ0393	Non-EDM	Army - Transportation
DFAS-Indianapolis	HQ0432	Vendor Pay Indianapolis	Europe - Transportation/CLIPPE
DFAS-Lawton	HQ0300	Vendor Pay Indianapolis	Army/CAPS
DFAS Seaside		(Merged into Lawton Sept 2004)	
DFAS-Lawton	HQ0429	Vendor Pay Indianapolis	Europe/CAPS CLIPPER
DFAS-Lexington	HQ0335	Non-EDM	Army
DFAS-Orlando	HQ0301	Vendor Pay Charleston	Army/CAPS
DFAS-Rock Island	HQ0303	Vendor Pay Columbus	Army
DFAS-Rome	HQ0302	Vendor Pay Columbus	Army/CAPS
DFAS-Norfolk	HQ0348	(Merged into Rome Jan 2005)	Army
DFAS-St Louis	HQ0304	Non-EDM	Army

Back to TO

EDM REGISTRATION

You will receive an email from EDM as below from

EDM-HELPDESK, CCO [CCO.EDM-HELPDESK@DFAS.MIL]

Welcome To The Electronic File Room (EFR)

The primary function of Electronic File Room (EFR) is to allow authorized users to access official Department of Defense (DoD) documents, which are stored on the local Electronic Document Management (EDM) databases. EFR combines Internet and Web technologies with electronic document management to eliminate paper files. EFR is a reference archive that provides the user a read-only view of various documents such as Contracts, Modifications, Invoices and Vouchers.

Access EFR via the EDM/EFR Documents link available on EDA.

The EDM/EFR Document Link should be available in EDA within 48 hours.

Select the EDM System (Database) for the site that you are attempting to access.

Your initial password will be the same as your EFR User ID. You will be forced to change the password on initial logon.

Password requirements are as follows:

Password is 8-12 characters long.

The first character must be an ALPHA.

It must contain at least one numeric.

It must contain one of these special characters _ $ #.

If you have access to multiple databases, you will need to change your password on each one of them. The password does not update globally nor is there a "global" ID.

Once you have successfully accessed the server:

Click on 'Administration' and then 'Get Image Display Software', to load the approved Tiff Surfer software.

Click on 'Document Search' and then select the AIS site for which you wish to view documents.

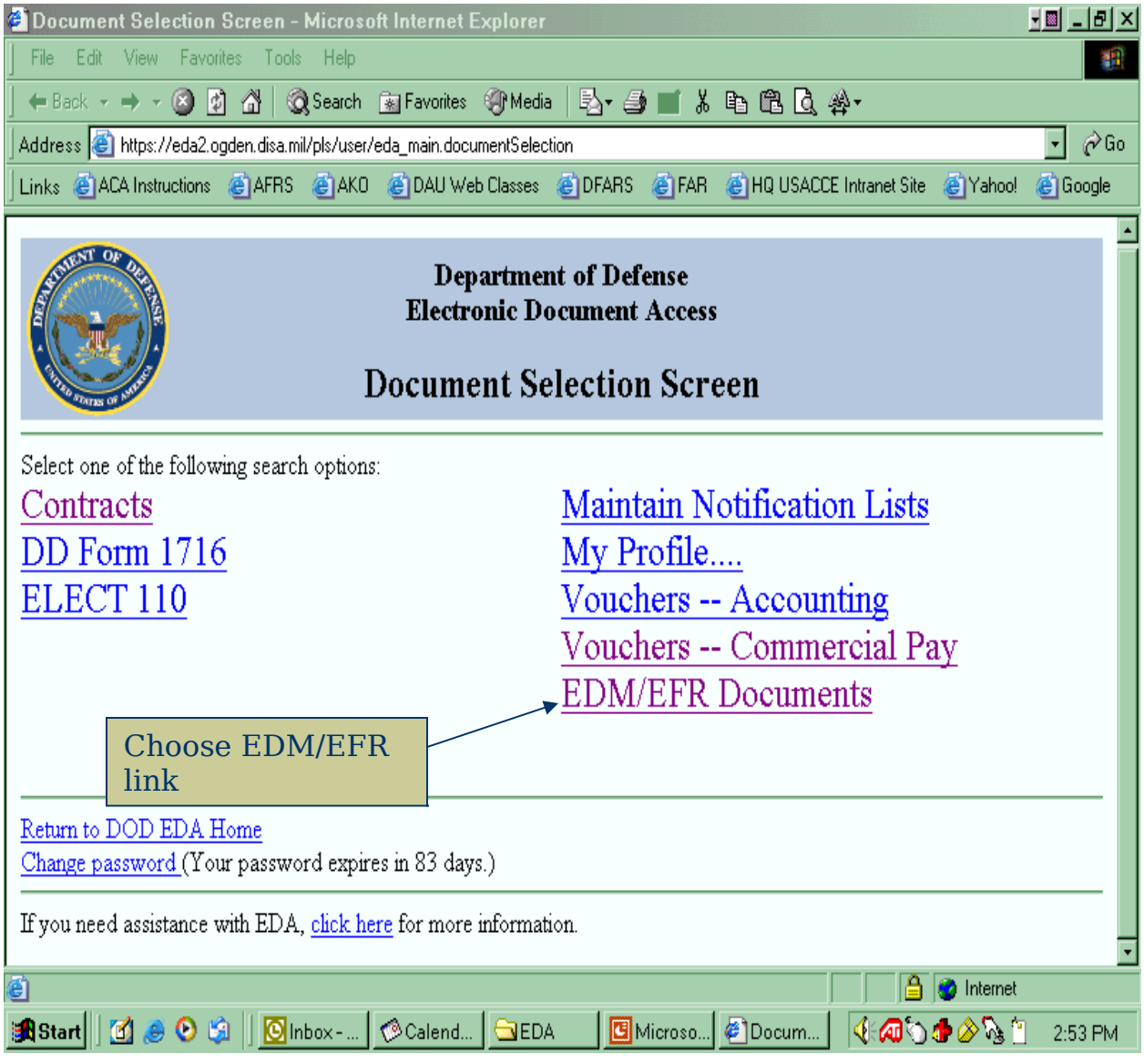
You have been granted access to the following EDM Databases

Your User ID is : rospagan

You may use this ID to access the following site(s): Indianapolis

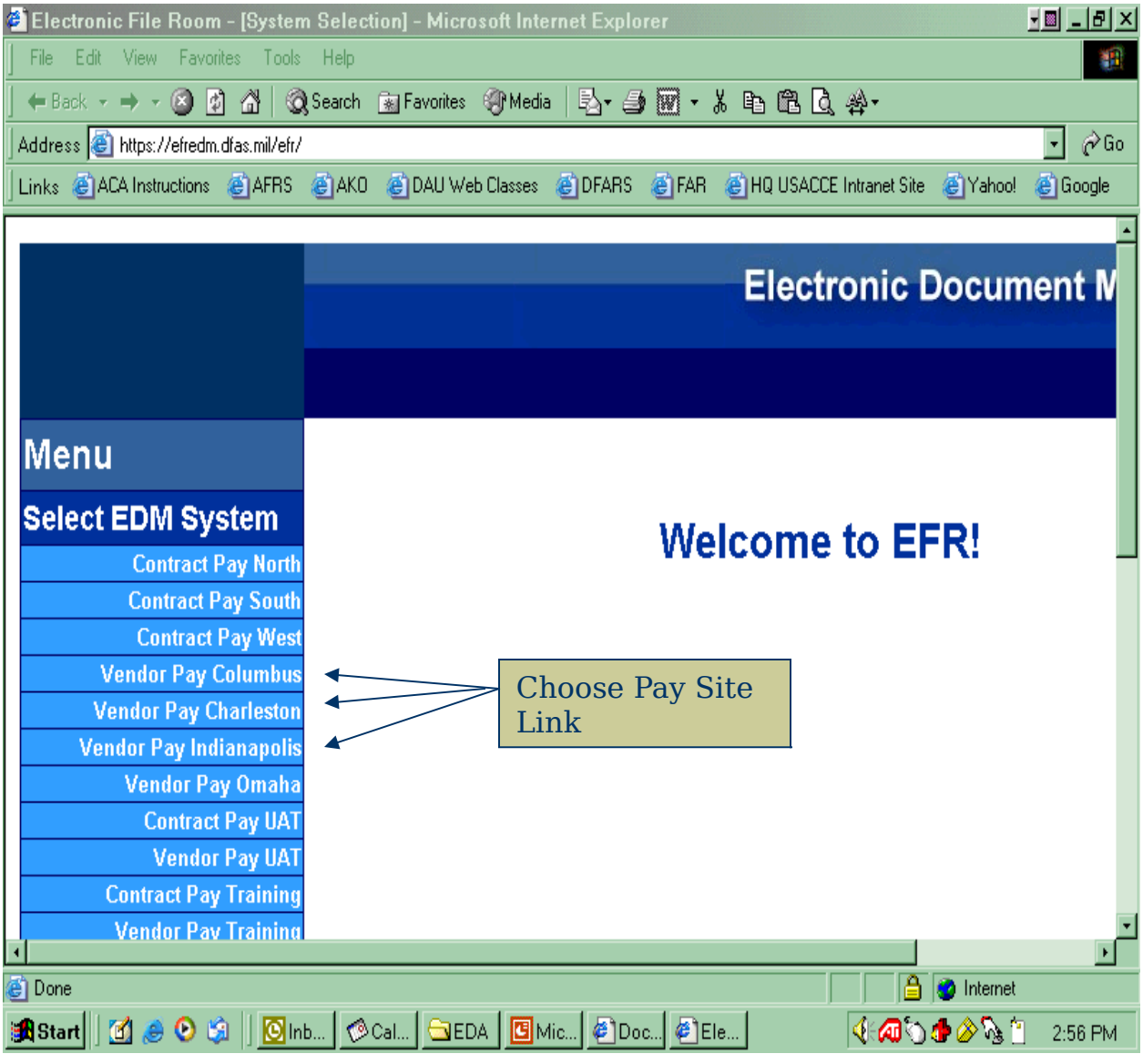
Back to TO C

EDM
LOGON



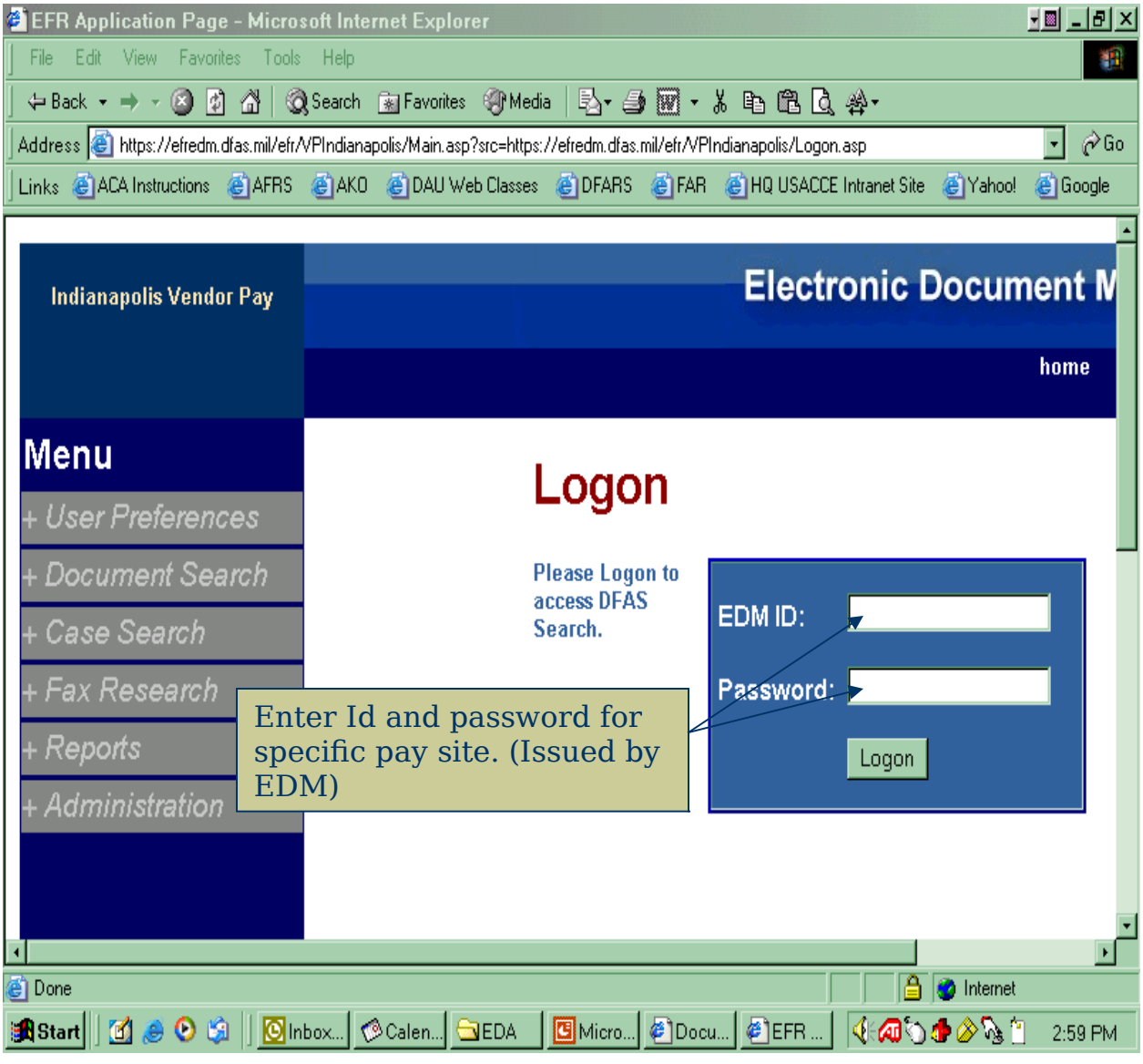
Back to TO

EDM
LOGON



Back to TO

EDM
LOGON



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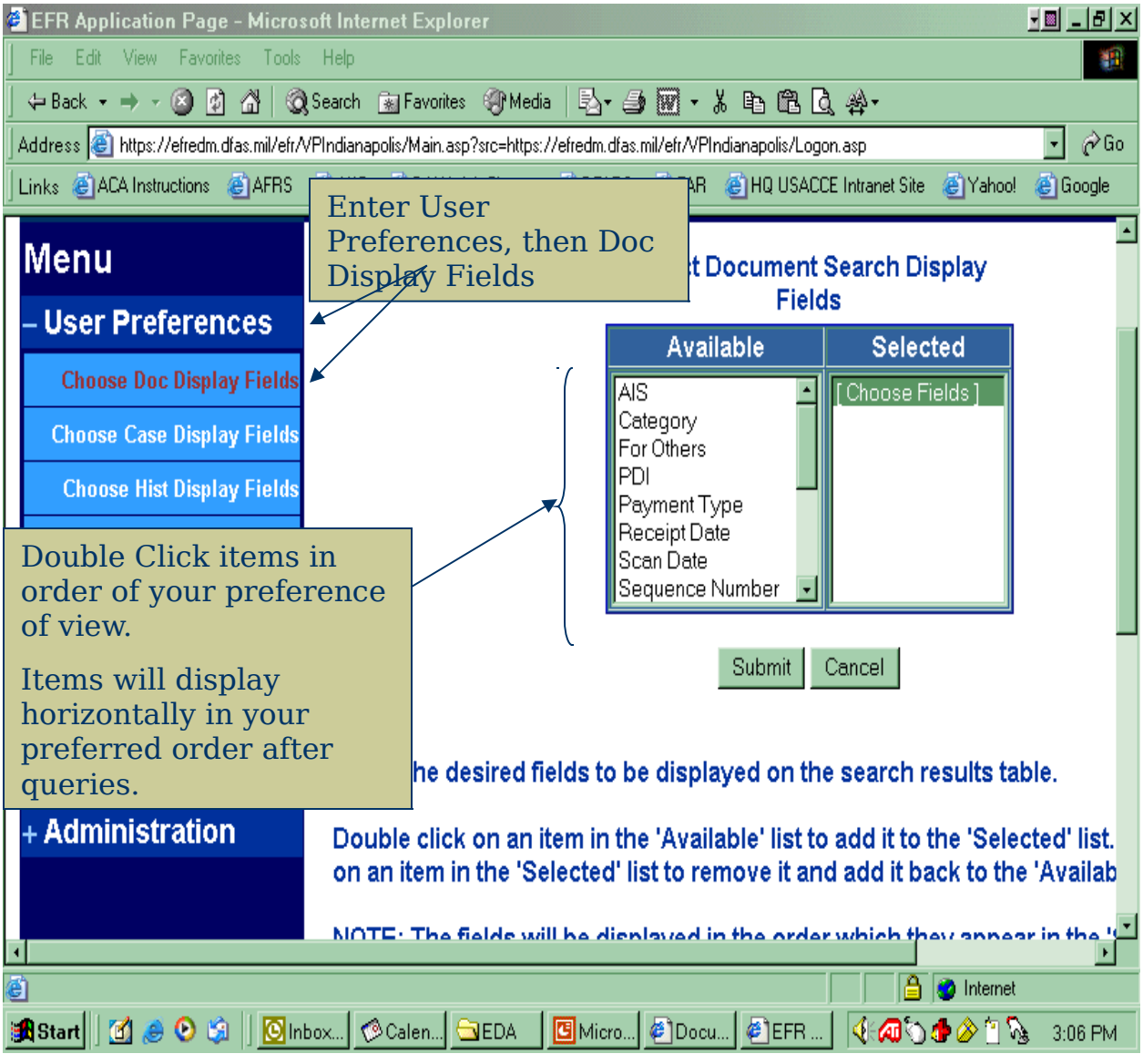
EDM
USER PREFERENCES


EFR Application Page - Microsoft Internet Explorer
Enter User Preferences, then Doc Display Fields
Menu
User Preferences
Choose Doc Display Fields
Choose Case Display Fields
Choose Hist Display Fields
Document Search Display Fields
Available
Selected
AIS
Category
For Others
PDI
Payment Type
Receipt Date
Scan Date
Sequence Number
[Choose Fields]
Submit
Cancel
Double Click items in order of your preference of view.
Items will display horizontally in your preferred order after queries.
he desired fields to be displayed on the search results table.
Administration
Double click on an item in the 'Available' list to add it to the 'Selected' list.
on an item in the 'Selected' list to remove it and add it back to the 'Availab

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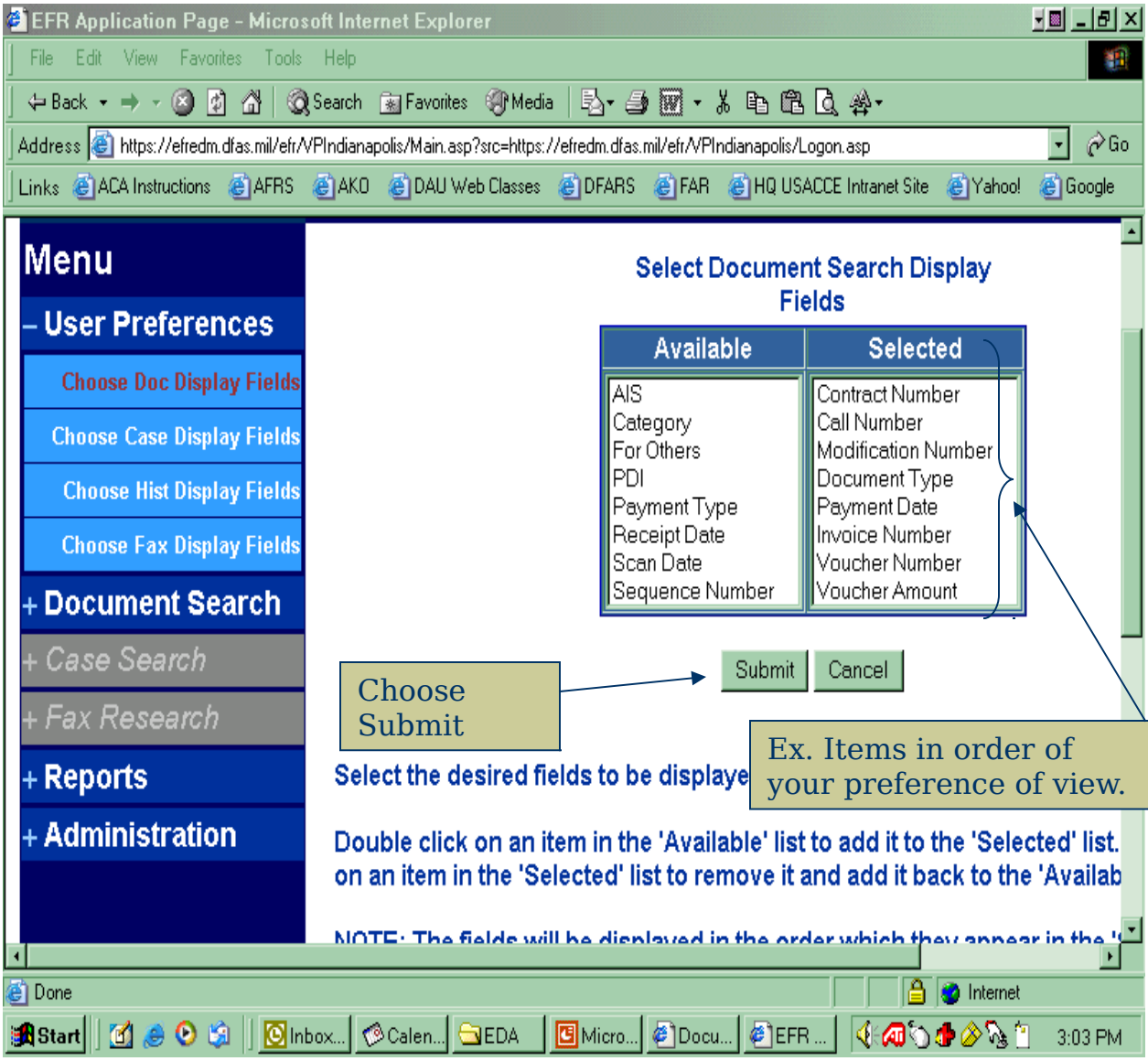

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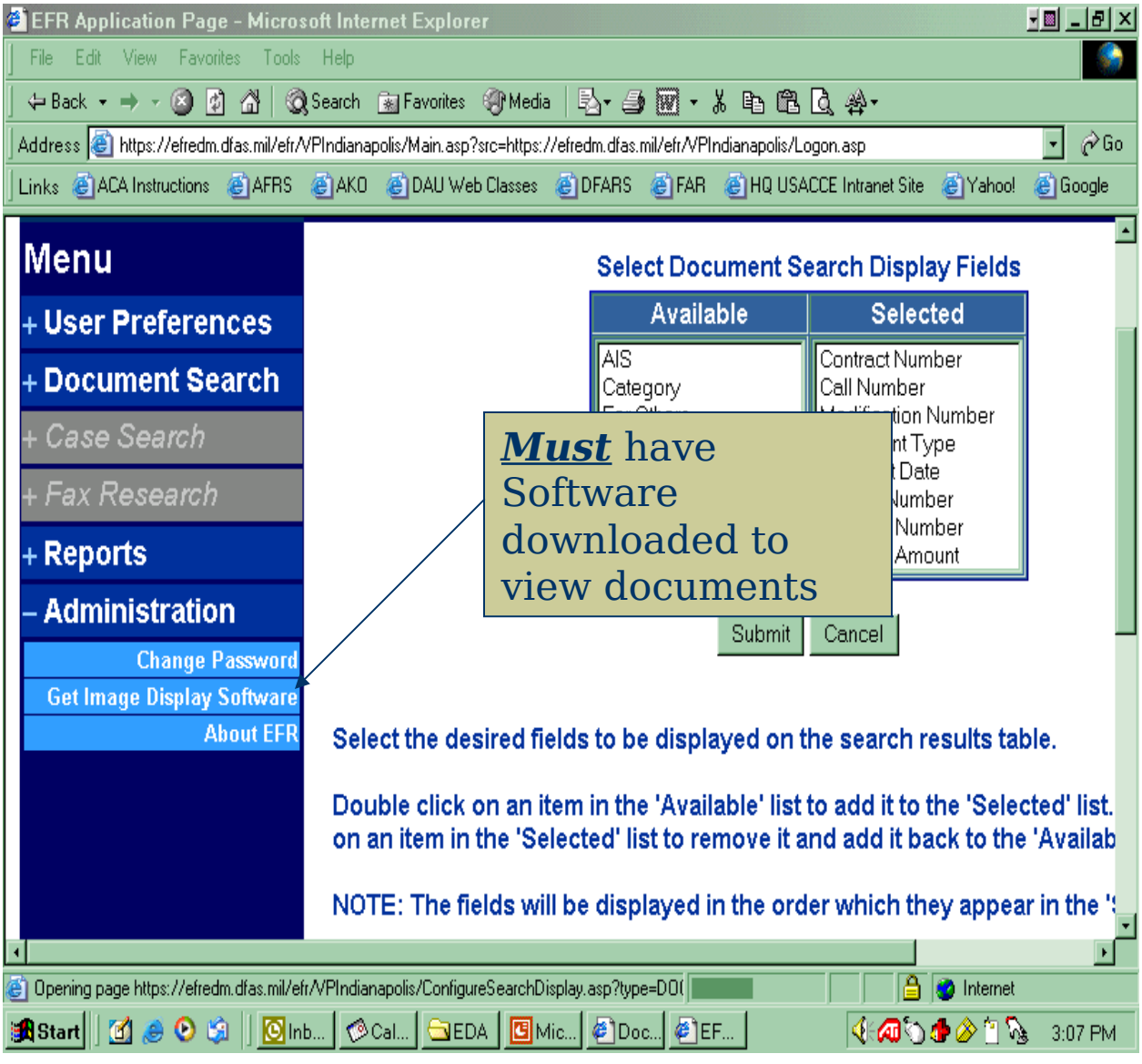
EFR Application Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://efredm.dfas.mil/efr/VPIndianapolis/Main.asp?src=https://efredm.dfas.mil/efr/VPIndianapolis/Logon.asp
Go
Links ACA Instructions AFRS AKO DAU Web Classes DFARS FAR HQ USACCE Intranet Site Yahoo! Google
Menu
+ User Preferences
+ Document Search
+ Case Search
+ Fax Research
+ Reports
- Administration
Change Password
Get Image Display Software
About EFR
Select Document Search Display Fields
Available
Selected
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Category
Contract Number
Call Number
Must have Software downloaded to view documents
Submit
Cancel
Select the desired fields to be displayed on the search results table.
Double click on an item in the 'Available' list to add it to the 'Selected' list.
on an item in the 'Selected' list to remove it and add it back to the 'Availab
NOTE: The fields will be displayed in the order which they appear in the
Opening page https://efredm.dfas.mil/efr/VPIndianapolis/ConfigureSearchDisplay.asp?type=DO(
Internet
Start
3:07 PM

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EDM
CONTRACT SEARCH

EDM may be searched by

- Contract Number
- Invoice Number
- Voucher Number
- Receiving Report Number

Notes:

1. Search is not case sensitive and do not include dashes
2. To search for Task Orders – Input contract and task order number on contract line.

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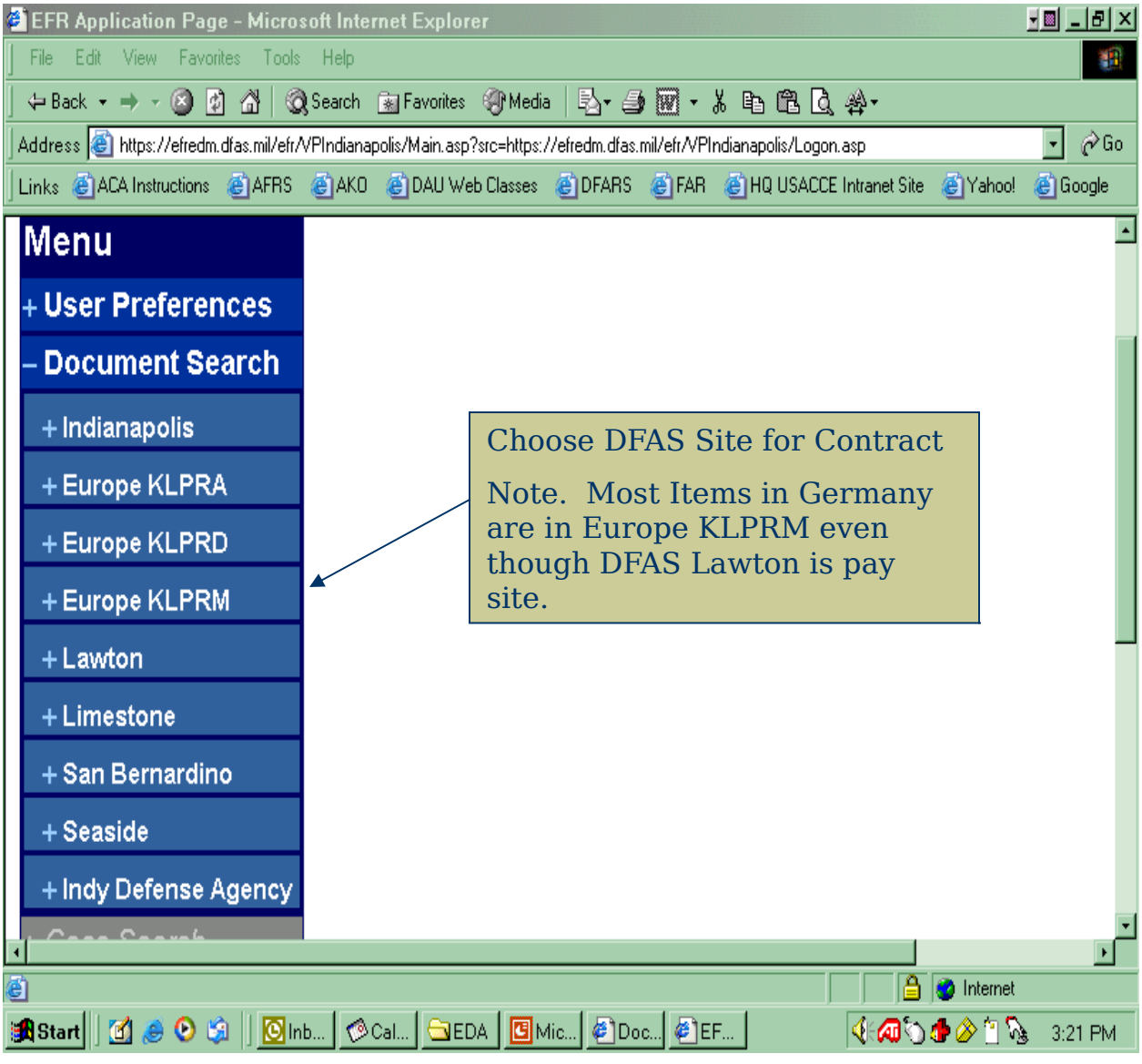
EDM
CONTRACT SEARCH



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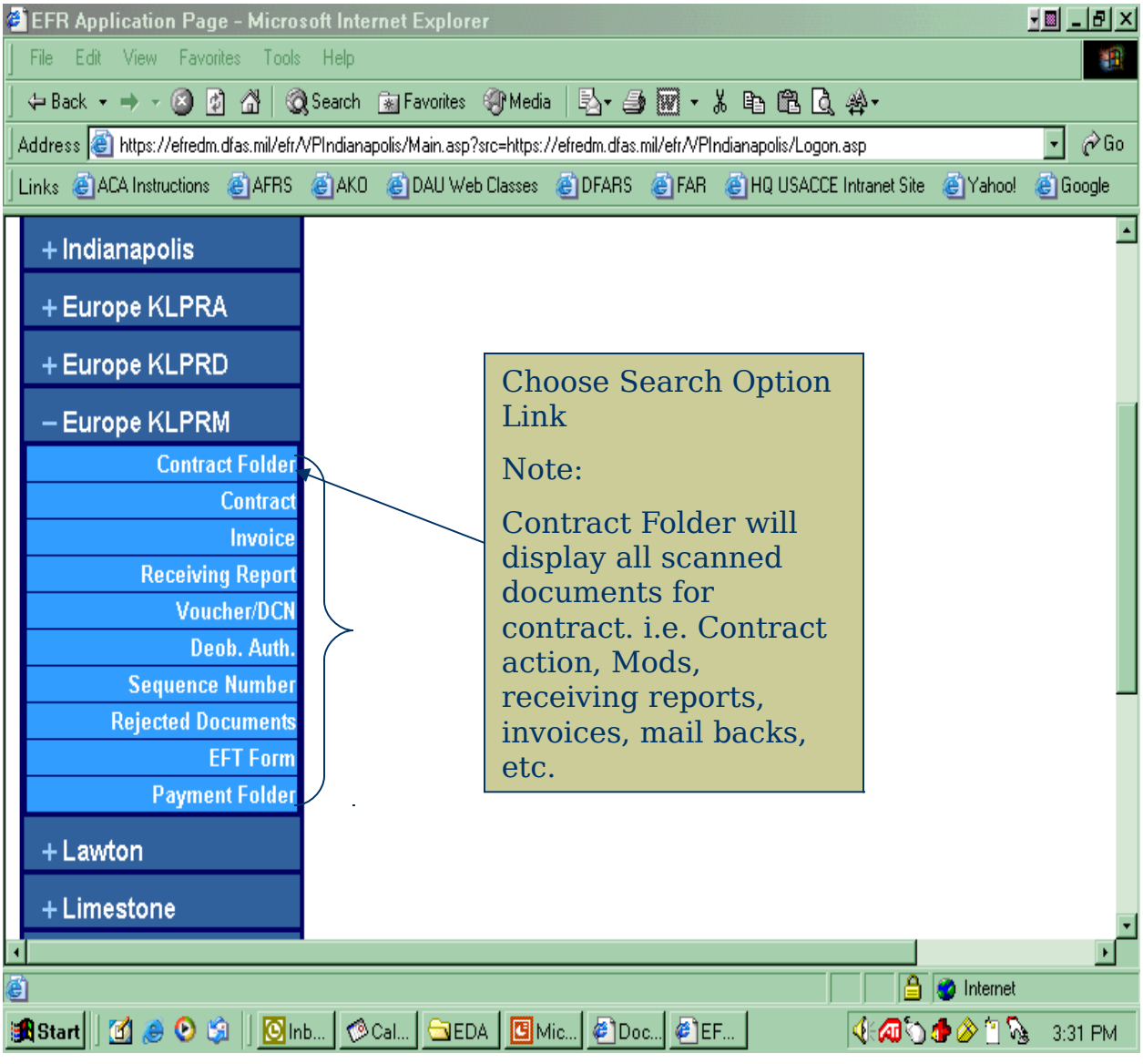
EDM
CONTRACT SEARCH



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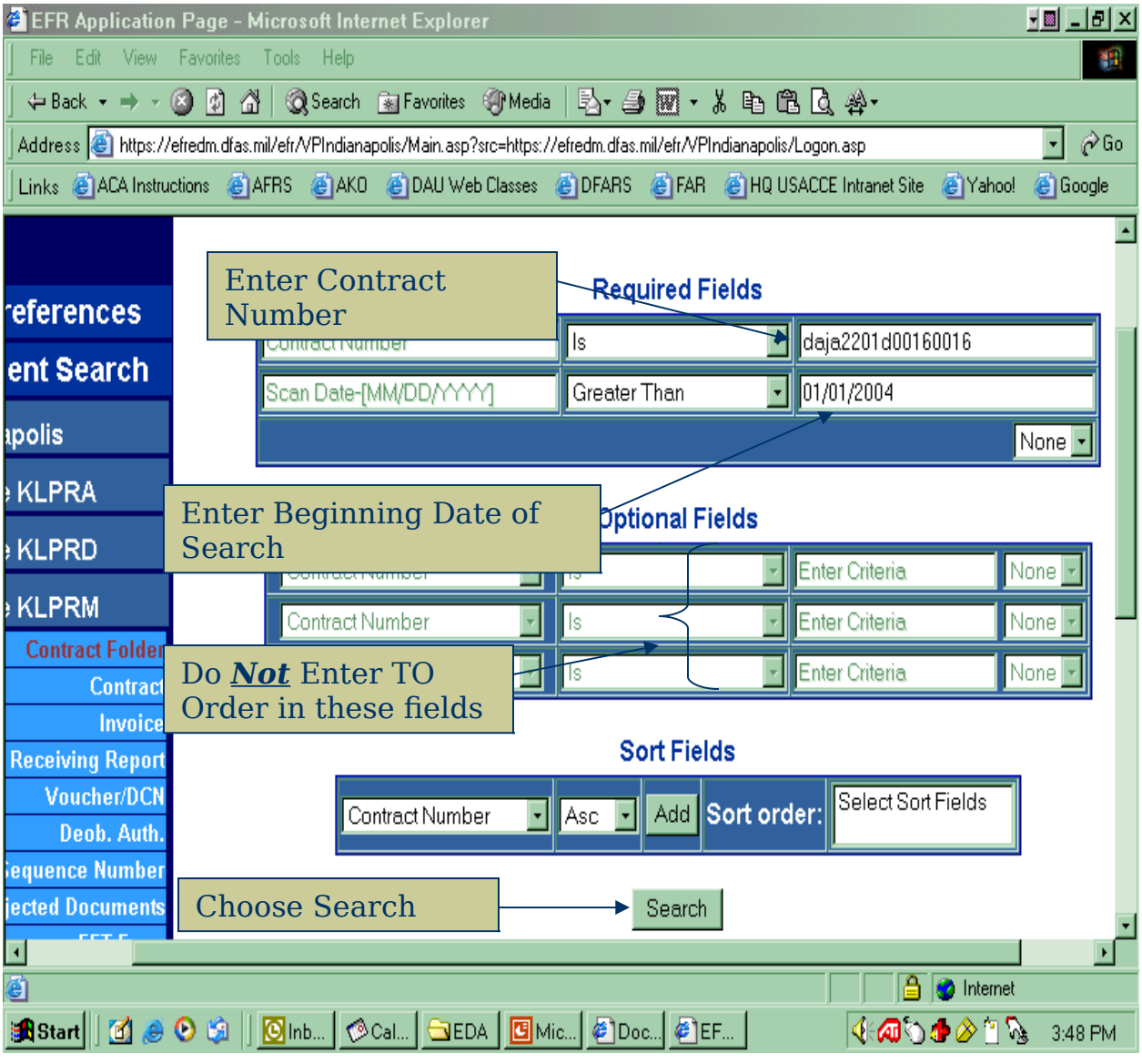
CONTRACT SEARCH



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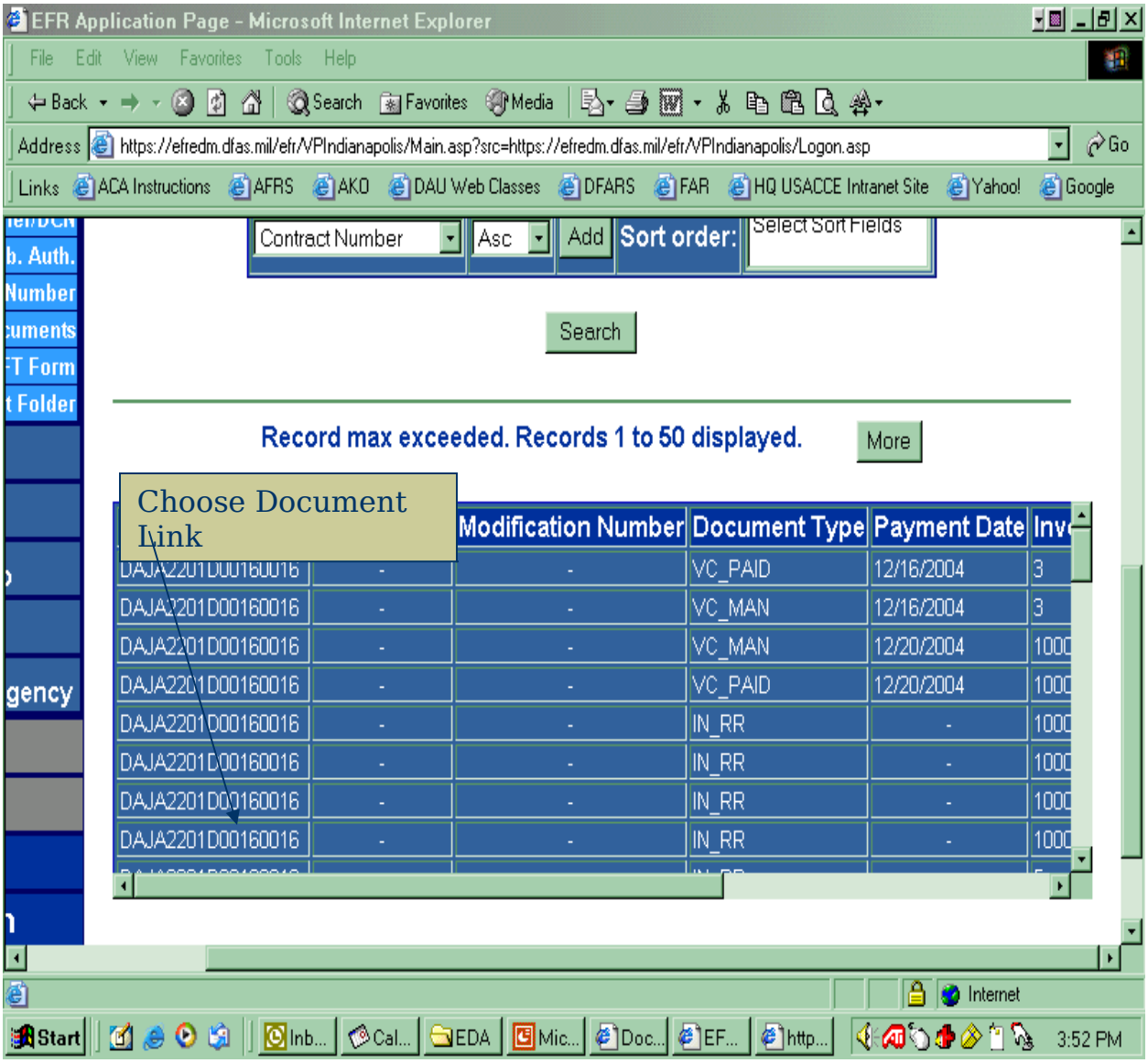
CONTRACT SEARCH

Search Results:



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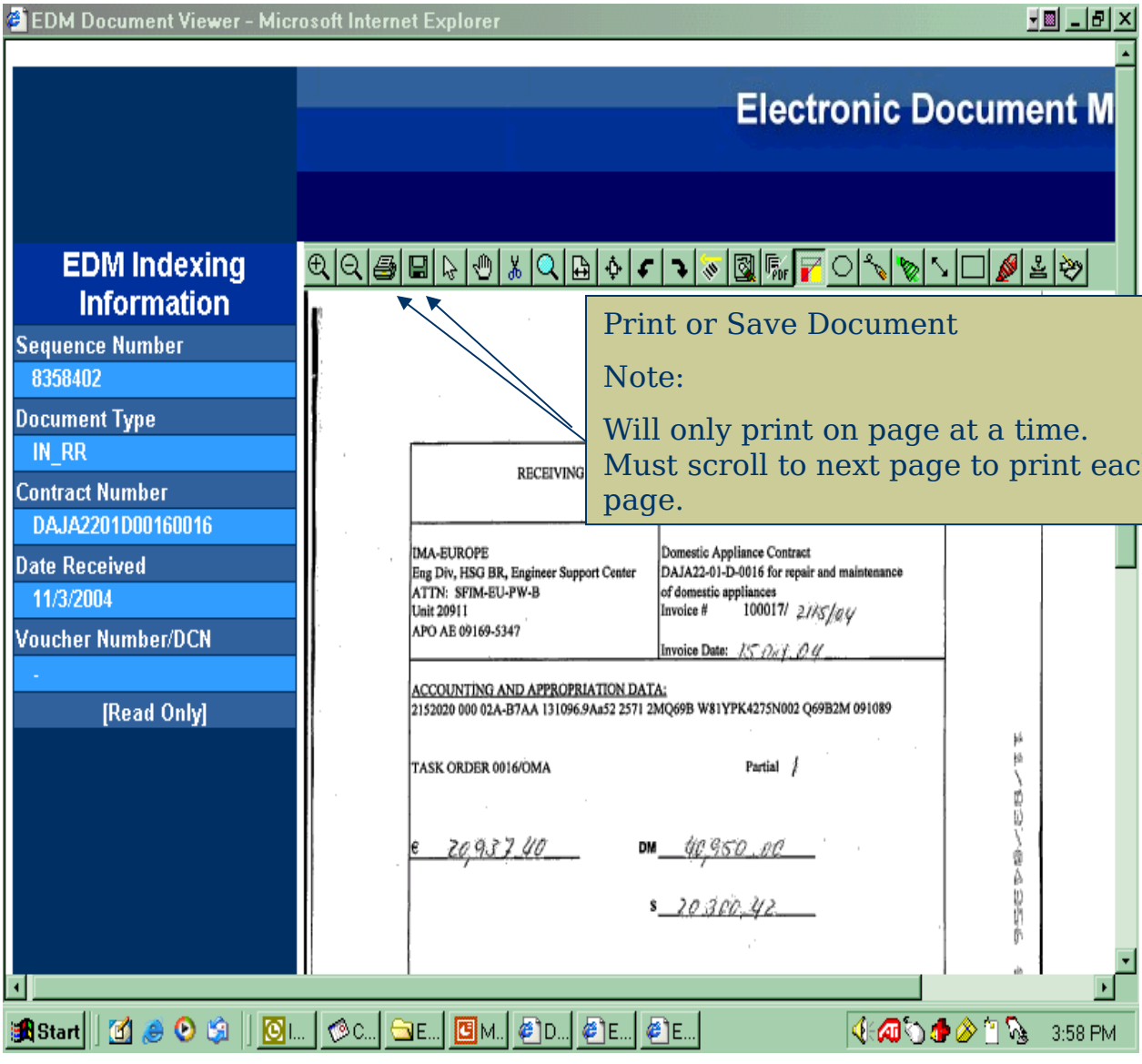

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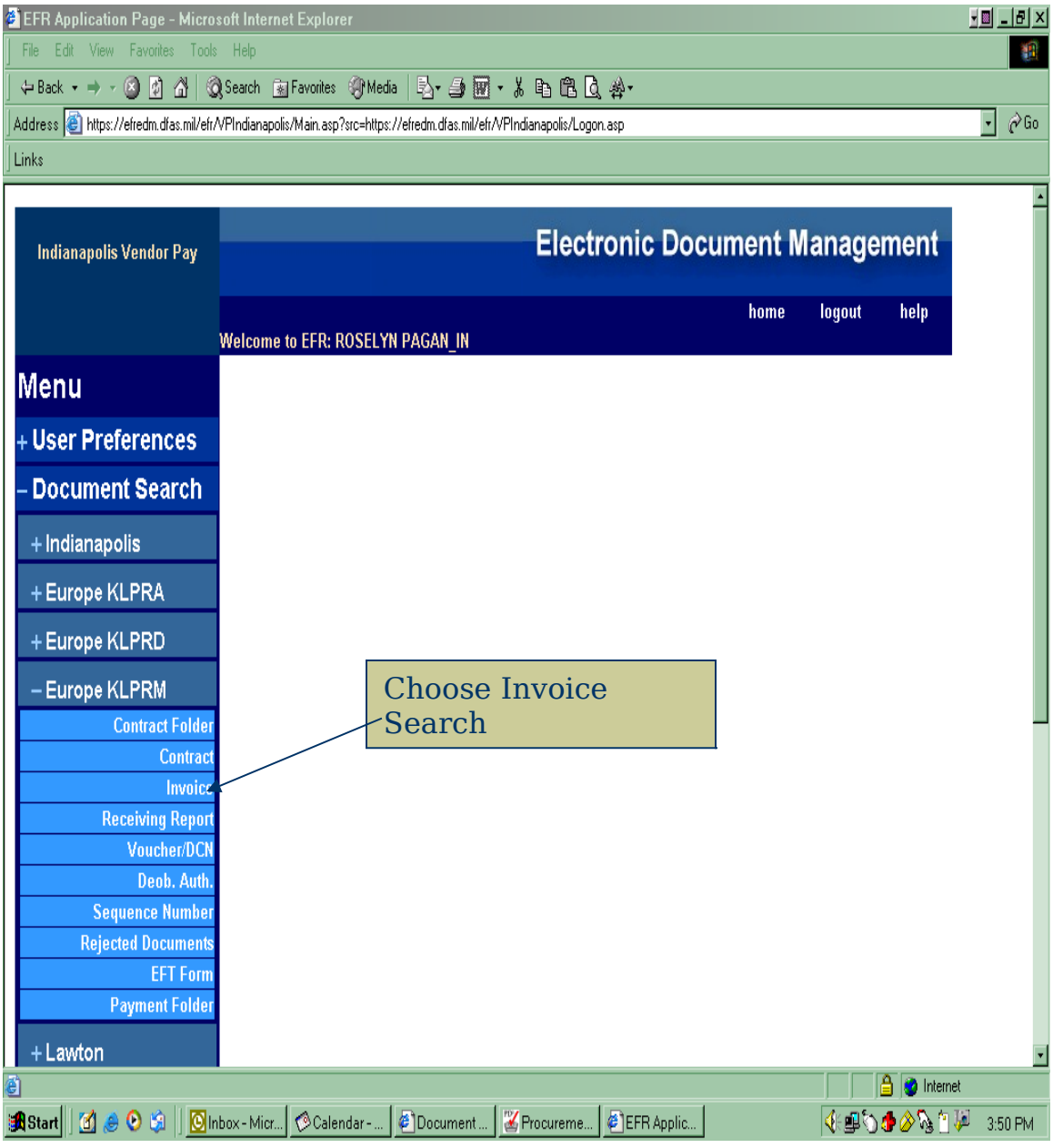
EDM
INVOICE SEARCH



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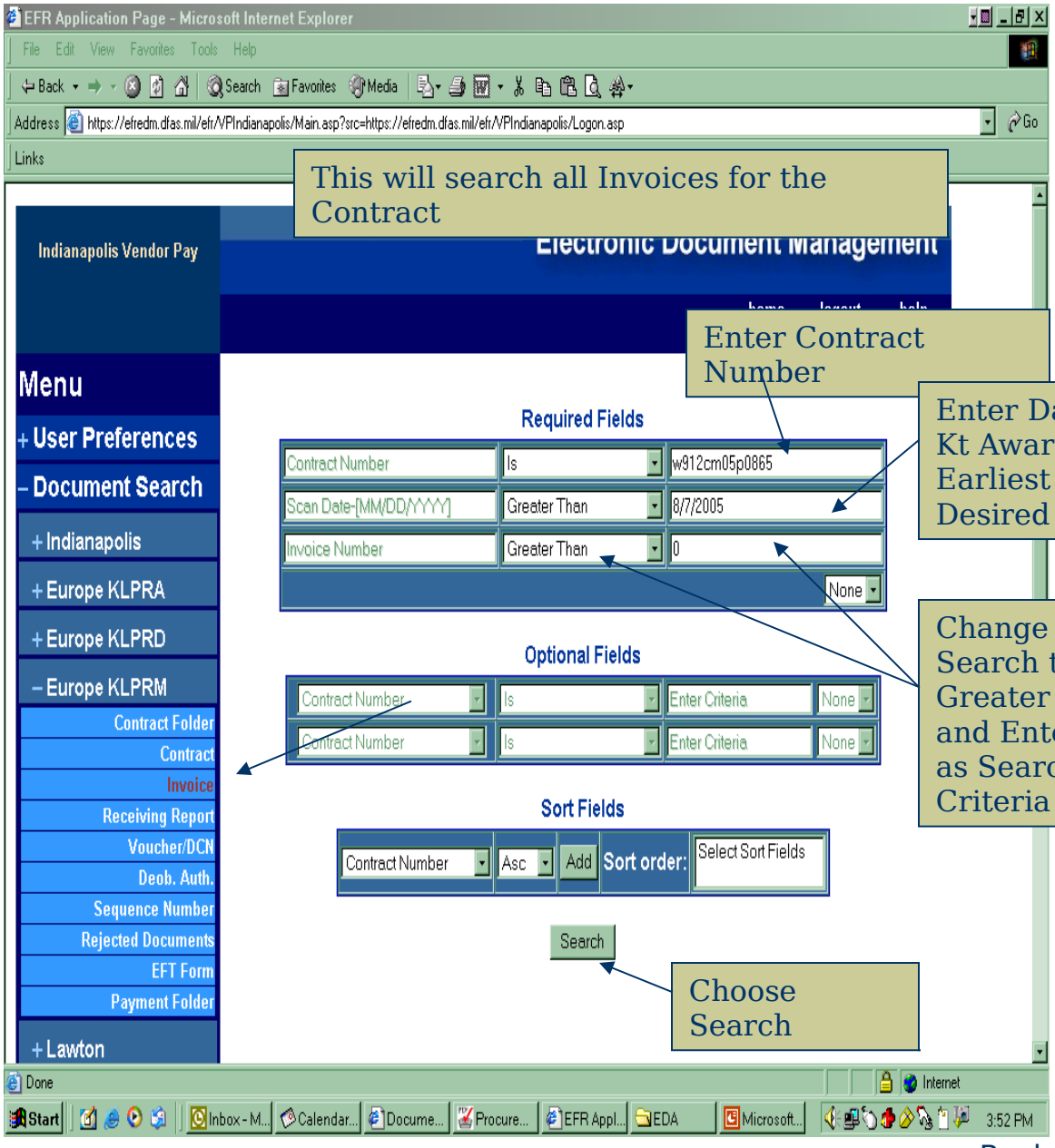
INVOICE SEARCH



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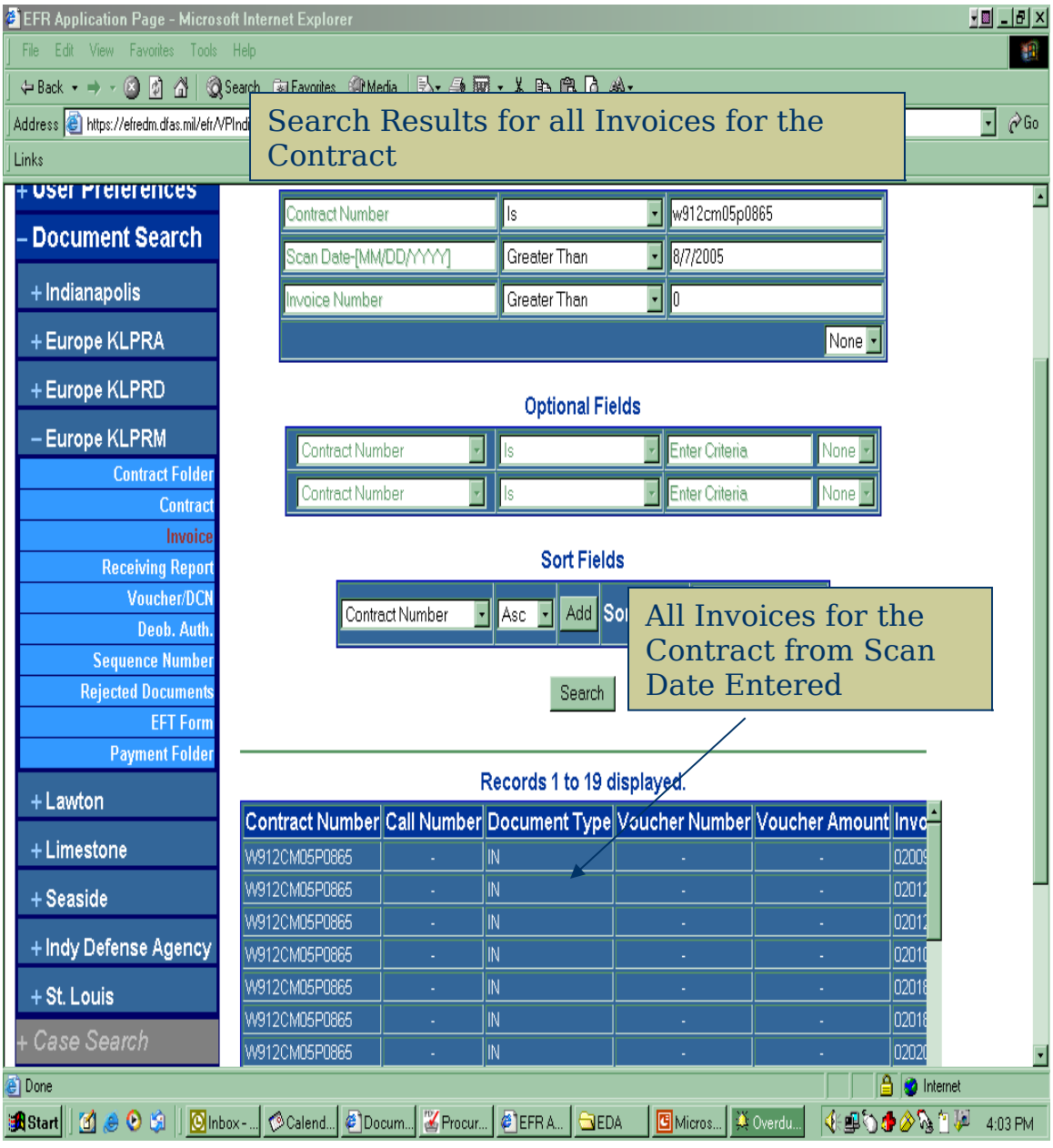
INVOICE SEARCH



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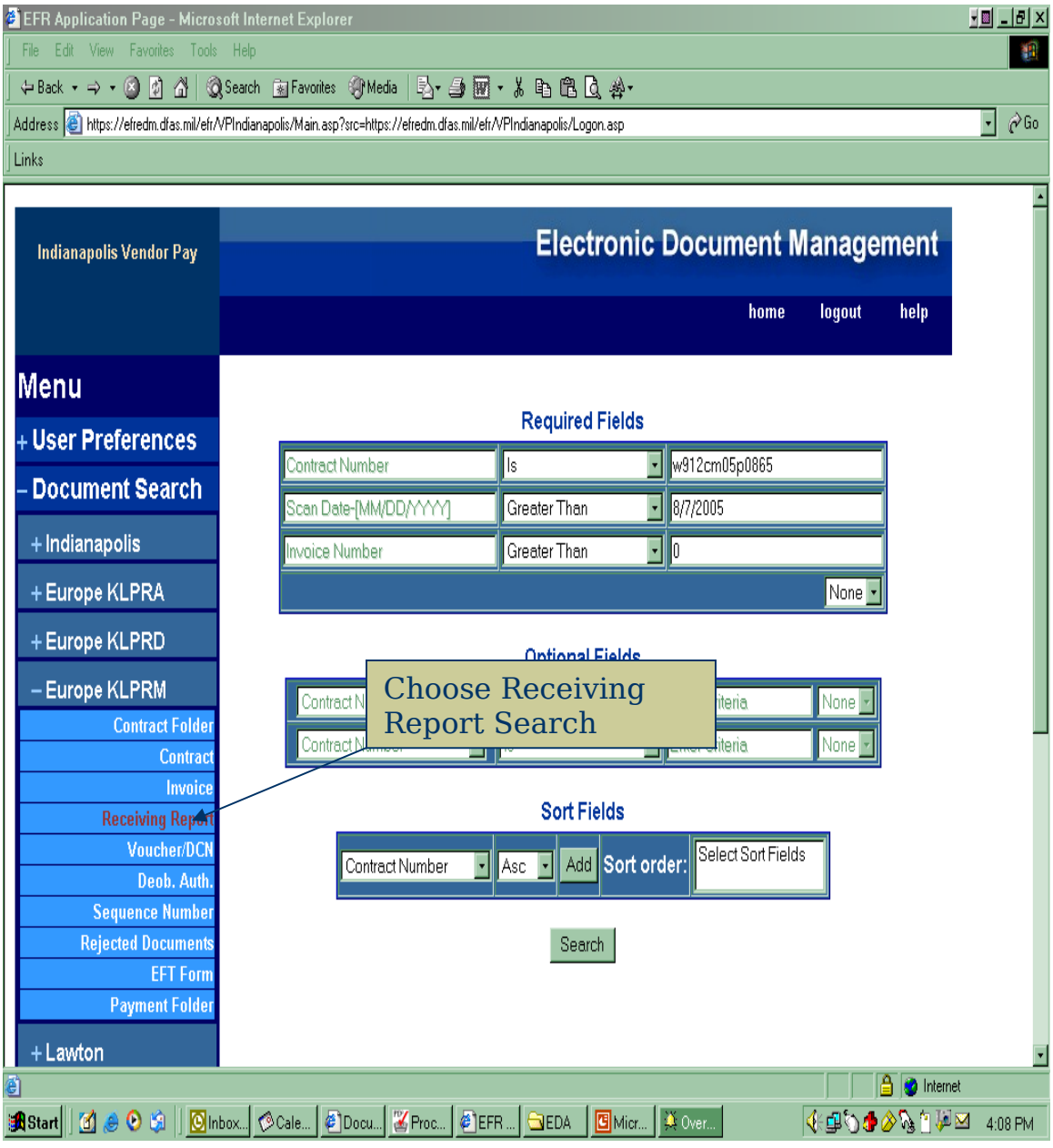
EDM
RECEIVING REPORT SEARCH



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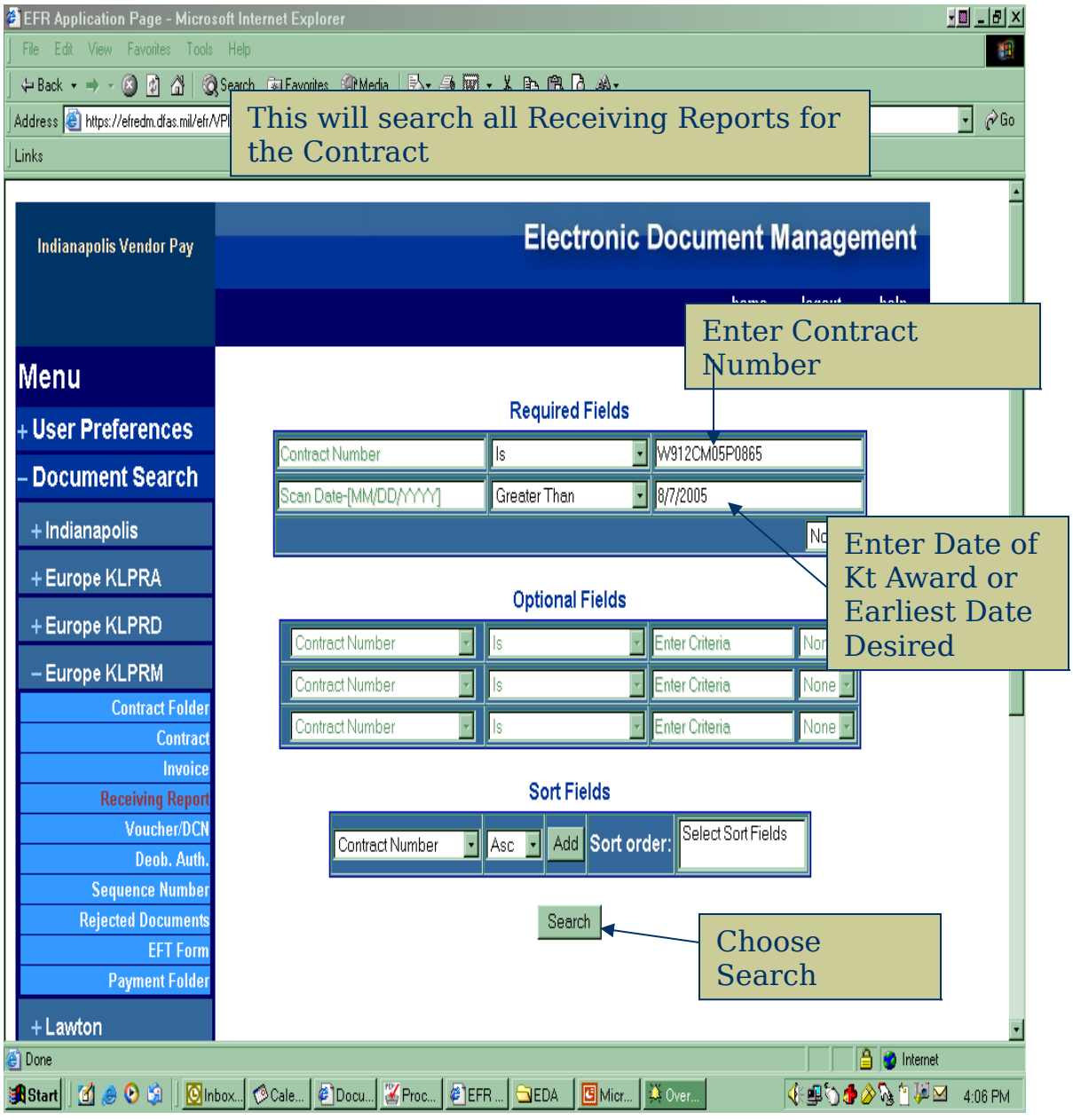
EDM
RECEIVING REPORT SEARCH



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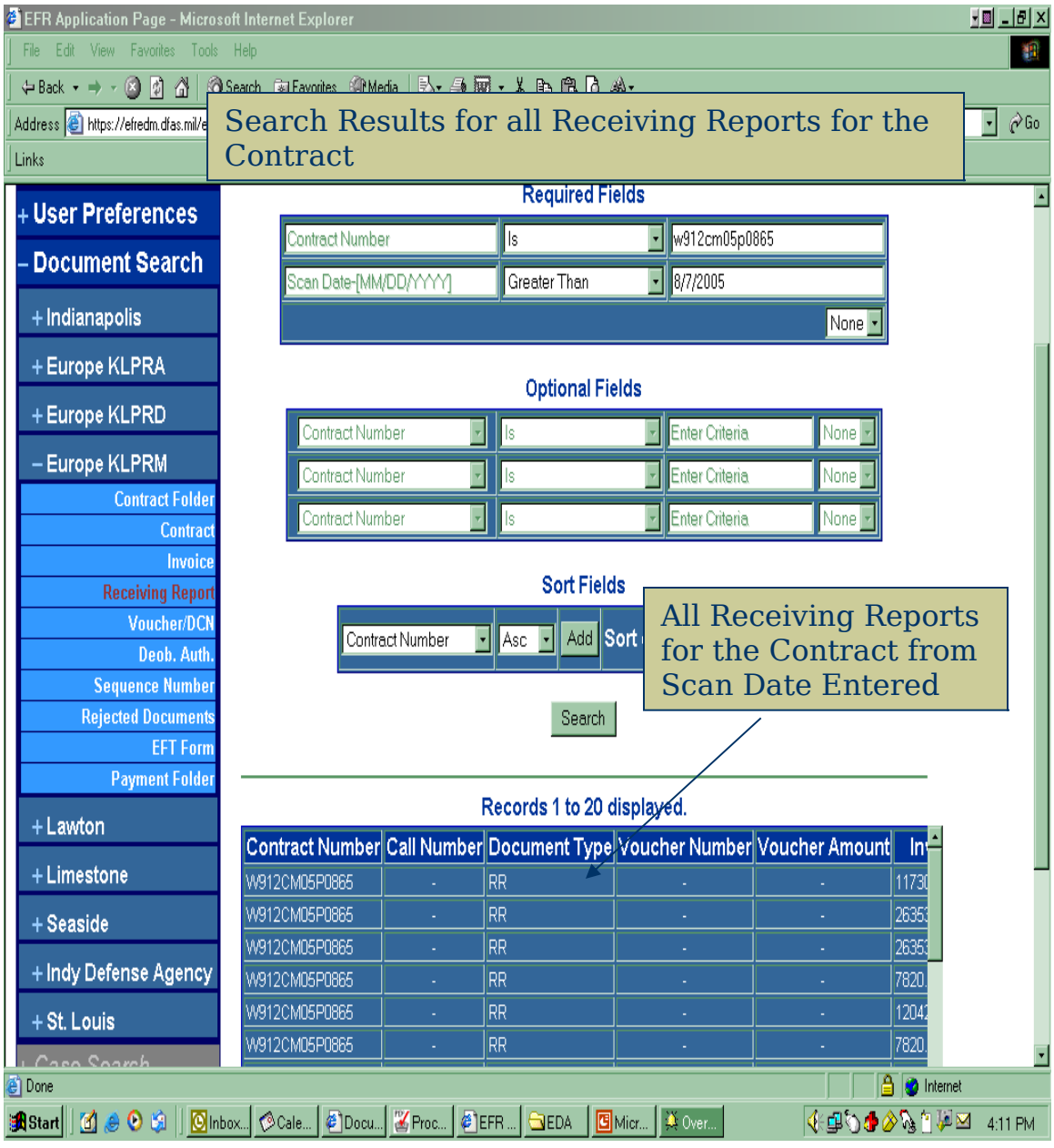
RECEIVING REPORT SEARCH



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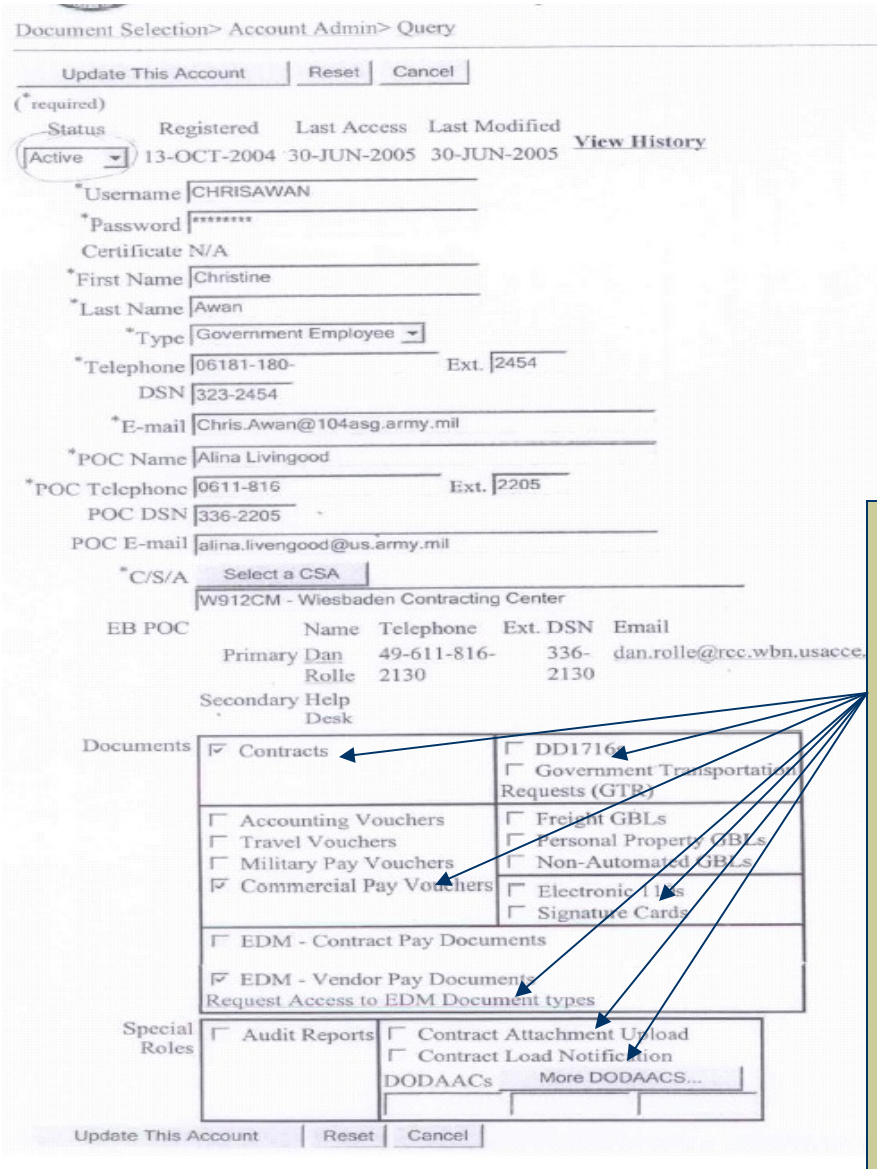
System Admin



Items to be checked for all users:

- Contracts
- DD1716s
- Commercial Pay Vouchers
- Electronic 110s
- EDM Vendor Pay Documents – with pay sites requested
- Contract Attachment Upload
- Contract Load Notification – with DODAACS requested

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